



# EMPLOYMENT APPLICATION

Thank you for your interest in working for  
**Mid-Continental Restoration Co., Inc.**

PLEASE FILL OUT BOTH SIDES  
OF ALL ATTACHED SHEETS.

**PLEASE NOTE:** Mid-Continental Restoration Company, Inc. provides a drug-free workplace. Each prospective employee will be required to pass a pre-employment drug test prior to starting work. Once hired, all Mid-Continental employees are subject to monthly random drug testing. All applicants are reminded that traces of most illicit substances remain in the system for a minimum of 30 days, and some remain in the system even longer. **If there is any doubt about whether you will pass a pre-employment, or any subsequent, drug test, do not waste your time by filling out this application.**

# MID-CONTINENTAL RESTORATION CO., INC.

## **JOB DESCRIPTIONS**

**GENERAL:** It is a basic requirement for all personnel, from the newest laborer to the most senior foreman, to come to work and be on time every day, and to put in an honest day's work for an honest day's pay.

**RESTORATION LABORER:** A laborer must be able and willing to travel. A laborer is responsible to have and maintain a valid driver's license and be capable of driving the company vehicle to and from job locations. He/She must be able to read and write, and be capable of enduring hard work for as many as 10 hours a day. The job may require lifting as much as 100 pounds, and climbing a ladder up to 40 feet in height. A laborer's responsibilities may include arriving at work 1/2 hour before the other employees to prepare mortar, mix paints, set-up, etc. It may also be necessary to stay 1/2 hour after work to clean-up, wash brushes, etc. A laborer is responsible for keeping other crewmembers supplied with materials, tools, ice water, etc. He/She is expected to react immediately when told to go get something, and running is sometimes essential. A respirator may be required to be worn when performing these duties.

**MASONRY LABORER:** The masonry laborer can expect to travel within 100 miles of the home office, or more in some cases. In addition to the duties listed above, the masonry laborer is expected to keep other crew members supplied with materials, erect scaffold, wash brick, mix and tend mortar, and keep tools, equipment and workplace clean. He/She must be able to read and write and be capable of enduring hard work for 8 hours per day. The job may require lifting and carrying 100-pound bags and material for short distances over uneven terrain, and climbing and descending ladders. A laborer is expected to act immediately when needed. Responsibilities may include arriving 1/2 hour before work to prepare materials, or staying 1/2 hour after work to clean equipment and jobsite. A respirator may be required to be worn when performing these duties.

**APPRENTICE TUCKPOINTER – APPRENTICE PAINTER:** An apprentice tuckpointer or apprentice painter is expected to know and be capable of performing all of the responsibilities of a laborer. Occasionally, an apprentice may be required to perform a laborer's job. Also, an apprentice is expected to be willing and able to learn the responsibilities and duties of a journeyman tuckpointer or painter. A respirator may be required to be worn when performing these duties. A valid driver's license is required.

**MASONRY APPRENTICE:** An apprentice is expected to know and, on occasion, perform the duties of a laborer. The apprentice must be able to accept positive criticism and be accepting of supervision and instruction. The apprentice should be willing and able to learn the responsibilities and duties of a journeyman mason. A respirator may be required to be worn when performing these duties.

**JOURNEYMAN TUCKPOINTER – JOURNEYMAN PAINTER:** A journeyman tuckpointer and / or journeyman painter should be capable of performing all duties and responsibilities of a laborer. Occasionally, a journeyman may be required to perform some of the laborer's duties. Also, a journeyman tuckpointer and / or painter is expected to be skilled in the crafts of tuckpointing, caulking, masonry patching, masonry cleaning, sandblasting, masonry replacement, waterproofing, and be willing to learn such crafts as below-grade waterproofing, painting, epoxy injection, guniting, etc. A journeyman is expected to be competent in the erection and rigging of scaffolding and staging. This job requires working several hundred feet in the air, and a journeyman is expected to know and use the appropriate safety precautions. A respirator may be required to be worn when performing these duties. A valid driver's license is required.

**MASONRY JOURNEYMAN:** Requires several years' experience laying brick, block, stone and various types of pre-cast materials. The journeyman should also know and be capable of performing the duties of a laborer. The journeyman should be capable of erecting various types of steel frame and platform scaffolding in accordance with O.S.H.A. and company regulations. A journeyman should also be able to layout a masonry project, and be knowledgeable of typical commercial wall construction. A respirator may be required to worn when performing these duties.

**I have read and understand these job descriptions.**

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Date

Signature

**AUTHORIZATION, WAIVER AND RELEASE OF LIABILITY FOR  
EMPLOYMENT- RELATED INVESTIGATIONS**

In applying for employment with Mid-Continental Restoration Company (“Company”), I hereby authorize the Company, and/or any designated agent including any consumer reporting agency in the Company’s behalf, to conduct any desired background investigation of my personal history as allowed be law, and to obtain and review any criminal and civil court findings, consumer report in conjunction with said investigation.

I understand the nature and scope of said inquiries may include, but are not limited to, verification, inspection, and/or reporting of any lawfully available record or information pertaining to work history; education; workers compensation claims; criminal and civil court-related actions; driving history (including traffic-related offenses); personal financial status including consumer credit reports; and any other information available from any public or otherwise documented record, and/or from any past or present business professional, or personal associates, pertaining to, but not limited to, my work history, character, ethics, mode of living, and general reputation.

It is my understanding the information being obtained will not be used in violation of any federal or stated equal opportunity law or regulation, and that before any adverse action is taken based upon review of any consumer credit report and/or investigative consumer report, I will be provided with a copy of said report as well as a summary of consumer’s rights.

I hereby fully release the Company, and any and all of its employees, directors, agents, successors, and assigns, and any contributing parties or sources from whom any information is obtained, from any and all claims, actions, or liability whatsoever that are in any way related to this or any subsequent investigation of my personal history.

I hereby state that all information provided by me to the Company, in any form, is, to the best of my knowledge, true, correct, and complete. I also understand that any known misrepresentation made by me to the Company will exclude me from further consideration as a candidate for employment or advancement, and may result in termination of my employment with the Company if I am hired and/or advanced be the Company before such misrepresentation is identified.

I understand that acceptance of any offer of employment does not create a contractual obligation to the Company to continue to employ me in the future, and that my employment is “at-will”; employment is not for any definite period, and employment may be terminated at any time either by myself or the Company without previous notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Received by the Company:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

# AFFIRMATION ACTION SURVEY

*MID-CONTINENTAL RESTORATION IS AN EQUAL OPPORTUNITY EMPLOYER*

Governmental agencies require periodic reports on the ethnicity, sex, disability and military status of applicants. This data is for affirmative action record keeping purposes only and will be kept separate from your application form. Submission of information is voluntary.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must appear the same as on the employment application.)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Ethnic Group:

- \_\_\_\_\_ 1 – **White, Non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin.)
- \_\_\_\_\_ 2 – **Black, Non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin.)
- \_\_\_\_\_ 3 – **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
- \_\_\_\_\_ 4 – **Asian/Pacific Islanders:** A person having origins in any of the original people of the Far East, Southeast Asia, Indian subcontinent, or the Pacific Islands. This includes peoples from China, Japan, Korea, the Philippines, American Samoa, India, and Vietnam.
- \_\_\_\_\_ 5 – **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- \_\_\_\_\_ 6 – **Non-Resident Alien:** A person who is not a citizen or national of the United States and who is in this country on a part-time or temporary basis and does not have the right to remain indefinitely.

## Sex of Applicant: Military Status:

\_\_\_\_\_ 1- Male \_\_\_\_\_ 1 – No Military Service

\_\_\_\_\_ 2 – Female \_\_\_\_\_ 2 – Vietnam Era Veteran \_\_\_\_\_ 2 – Disability Claimed  
Status Claimed

## Disability:

\_\_\_\_\_ 1 – No Disability Claimed

## Job Interest:

\_\_\_\_\_ 1 – Laborer \_\_\_\_\_ 2 – Clerical/Administrative \_\_\_\_\_ 3 – Carpenter's Helper

\_\_\_\_\_ 4 – Apprentice Tuckpointer / Apprentice Painter / Apprentice Carpenter / Apprentice Mason

\_\_\_\_\_ 5 – Journeyman Tuckpointer / Journeyman Painter / Journeyman Carpenter / Journeyman Mason

*MID-CONTINENTAL RESTORATION IS AN EQUAL OPPORTUNITY EMPLOYER*

## MID-CONTINENTAL RESTORATION APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

Position(s) Applied for	Date of Application
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How did you learn about Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle name
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Address	Number	Street	City	State	Zip Code
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Phone Number	(daytime)	(evening)
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Best time to contact you at home is: \_\_\_\_\_: \_\_\_\_\_ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse work here?  Yes  No  
If yes, state name, relationship and location \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed  Yes  No  
In this country because of Visa or Immigration Status (Proof of citizenship or immigration will be required upon employment).

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

### EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate / Professional				
Other (specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

**Describe any job-related training received in the United States military.**

**List professional, trade, business or civic activities and offices held.**

## PERSONAL/PROFESSIONAL REFERENCE

Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date