



Interstate Sealant and Concrete

S40 W24211 Rockwood Way, Waukesha, WI 53189

Ph: 262/547-6316 Fax: 262/522-0665

APPLICATION FOR EMPLOYMENT

Interstate Sealant & Concrete, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Date: _____ Are you over 18 years old? Yes No

Name: _____
Last First Middle

Address: _____
Street City State Zip

Address(s): 1. _____
(For the Street City State Zip How Long
past 3 years) 2. _____
Street City State Zip How Long

Position Sought _____ Date Available _____ Salary Desired _____

Phone _____ E-mail _____

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)
If the position sought requires driving, do you have a valid driver's license? Yes No

CRIMINAL HISTORY

(Answering yes to the criminal history question does not automatically disqualify your application)

A. Have you ever been convicted of a felony or misdemeanor? Yes No
B. Do you currently have any pending criminal charges? Yes No

If "Yes," explain: _____

EMPLOYMENT RECORD

List last employer first, including U.S. Military Service

May we contact your present employer Yes No If any employment was under a different name, indicate name.

Most Recent Previous Employer: _____

Address: _____

Position Held: _____ From: _____ to _____ Phone #: _____ Salary: _____

Reason(s) for Leaving: _____

While employed for this company, were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs)* (check one)? Yes No Was your position designated as a safety sensitive function and therefore subject to the DOT-regulated alcohol and controlled substance testing requirements (check one)? Yes No

Previous Supervisor: _____

Second Most Previous Employer: _____

Address: _____ Phone #: _____

Position Held: _____ From: _____ to _____ Salary: _____

Reason(s) for Leaving: _____

While employed for this company, were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs)* (check one)? Yes No Was your position designated as a safety sensitive function and therefore subject to the DOT-regulated alcohol and controlled substance testing requirements (check one)? Yes No

Previous Supervisor: _____

(Upon interview, you will be required to supply the past 10 years of employment history. If you wish to include other work experience with this application, please do so in your email or by attaching a separate sheet to mail-in application.)

EDUCATION

(Please indicate education or training which you believe qualifies you for the position you are seeking)

High School: Years Completed (circle one) 1 2 3 4 **Diploma:** Yes No **G.E.D.:** Yes No

School(s) _____ City/State _____

_____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

_____ City/State _____

Major _____ Degree(s) Earned _____

Other Training or Degrees: _____

REFERENCES

Name: _____ **Address** _____ **Phone:** (____) _____

Name: _____ **Address** _____ **Phone:** (____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Interstate Sealant & Concrete, Inc. (ISC) to verify their accuracy and to obtain reference information on my prior employment, educational, background, criminal convictions and driving record. I hereby release Interstate Sealant & Concrete, Inc. from any/all liability of whatever kind of nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the ISC. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the ISC may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ **Date:** _____

This application for employment is good for 1 year. Consideration for employment after 1 year requires a new application.



DRIVER EXPERIENCE & QUALIFICATIONS for _____

Last name, First name

Please complete this section if position you are seeking requires you to drive a motor vehicle.

| Driver Licenses | State | License No. | Type | Expiration Date |
|-----------------|-------|-------------|------|-----------------|
| | | | | |
| | | | | |
| | | | | |

- A. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No
 B. Has any license, permit, or privilege ever been suspended or revoked? Yes No

DRIVING EXPERIENCE

| Class of Equipment | Type of Equipment (Van, Tank, Flat, etc.) | DATES | | Approx. Number of Total Miles |
|------------------------|--|-------|----|-------------------------------|
| | | From | To | |
| Straight Truck | | | | |
| Tractor & Semi-Trailer | | | | |
| Tractor-Two Trailers | | | | |
| Other | | | | |

TRAFFIC CONVICTIONS FOR PAST 3 YEARS (Do not include parking violations)

| Location | Date | Charge | Penalty |
|----------|------|--------|---------|
| | | | |
| | | | |
| | | | |

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (Attach sheet if more space is needed)

| Dates | Nature of Accident (Head-on, Rear-end, Upset, Etc.) | Fatalities | Injuries |
|-------------------|--|------------|----------|
| Last Accident | | | |
| Previous Accident | | | |
| Previous Accident | | | |



10 YEAR EMPLOYMENT HISTORY for _____

Last name, First name

Required if your ISC Application for Employment does NOT include 10 years employment history. Begin after the last employer listed on your ISC Application for Employment, include U.S. Military Service.

If you were still in school ten years ago, then list your schools.
(10 years of history is required, attach another sheet if more space is needed)

If any employment was under a different name, indicate name _____

3rd Most Previous Employer: _____

Address: _____ Phone # _____

Position Held: _____ From: _____ to _____ Salary: _____

Reason(s) for Leaving: _____

While employed for this company, were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs)* (check one)? Yes No Was your position designated as a safety sensitive function and therefore subject to the DOT-regulated alcohol and controlled substance testing requirements (check one)? Yes No

Previous Supervisor: _____

If any employment was under a different name, indicate name _____

4th Most Previous Employer: _____

Address: _____ Phone # _____

Position Held: _____ From: _____ to _____ Salary: _____

Reason(s) for Leaving: _____

While employed for this company, were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs)* (check one)? Yes No Was your position designated as a safety sensitive function and therefore subject to the DOT-regulated alcohol and controlled substance testing requirements (check one)? Yes No

Previous Supervisor: _____

If any employment was under a different name, indicate name _____

5th Most Previous Employer: _____

Address: _____ Phone # _____

Position Held: _____ From: _____ to _____ Salary: _____

Reason(s) for Leaving: _____

While employed for this company, were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs)* (check one)? Yes No Was your position designated as a safety sensitive function and therefore subject to the DOT-regulated alcohol and controlled substance testing requirements (check one)? Yes No

Previous Supervisor: _____



VOLUNTARY DISCLOSURE APPLICANT DATA SHEET

This form will only be used by the Human Resources Department for EEOC/AAP compliance.

| | | | |
|------------------------------------|--------------------|------------------------------|------|
| <hr/> | | | |
| Last name (print clearly) | First Name | Middle Name | Date |
| Application for position of: _____ | | Department/Division: _____ | |
| DATE OF BIRTH | ____ / ____ / ____ | Social Security Number _____ | |

Interstate Sealant & Concrete, Inc. has adopted an Affirmative Action Ordinance in compliance with State and Federal Law policies and ordinances. The disclosure of the following Information is voluntary and allows us to meet federal government reporting requirements and evaluate the effectiveness of our recruitment efforts.

This sheet will be removed from your application and the data will be kept confidential and will not be used in making employment decisions. Refusal to provide this information will not subject you to any adverse treatment.

(PLEASE CHECK THE APPROPRIATE CATEGORY)

RACIAL AND/OR ETHNIC CATEGORY:

- White, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
- Black or African American, not Hispanic/Latino origin.** (A person having origins in any of the Black racial groups of Africa)
- Hispanic or Latino,** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
- American Indian or Alaskan Native, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintain tribal affiliation or community attachment.)
- Asian, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)
- Native Hawaiian or Other Pacific Islander, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of Hawaii, Guana, Samoa, or other Pacific Islands.)
- Two or more races, not Hispanic/Latino origin.** (All persons who identify with more than one of the above races.)
- Other** (specify) _____

Check if any of the following are applicable: Vietnam Era veteran Disabled veteran

GENDER: Male Female

DISABILITY: Do you have a disability? Yes No

Interstate Sealant & Concrete, Inc. considers a person with a disability anyone who meets the definition under either the American with Disabilities Act or the Wisconsin Fair Employment Act.

General Laborer

Print Employee Name

Job Summary:

Perform skilled and unskilled work of average to considerable difficulty in the accomplishment of various tasks and projects. Assist supervisors and foreman; work as a team to have the most successful outcome of a roadway or airport project.

Essential Functions:

- Repeatedly stand, walk and sit, use hands to finger, handle, or feel, reach with hands and arms, bend body downward and forward, bending at the knees, and lift and/or move up to 100 pounds.
- Ability to work long hours and exposed to outdoor weather conditions, fumes, airborne particles, or noxious chemicals, and is frequently exposed to work near moving mechanical parts. Working conditions may occasionally be loud.
- Must be able to rotate from tasks including driving with trailer to lifting boxes, working with sealing equipment, small machinery, flagging, concrete repair including occasional jackhammer usage.
- Must be able to understand and follow directions and work as a team for the good of the project.
- Must be able to maintain and fill out fleet reports for vehicles and report any maintenance issues/cleaning of vehicle.
- Able to properly use tools and equipment.
- Ability to wear active personal protective equipment.
- Ability to complete physical qualifications to maintain a valid driver's license.

Job Duties (4 Levels): Critical features of this job are described below, they may be changed at any time due to reasonable accommodation or other reasons.

Minimum Qualifications for all levels:

- Required to maintain valid driver's license
- Must be able to travel out of state
- Must pass the pre-employment physical
- Must pass the pre-employment drug/alcohol test, and random tests

Level 1:

- Able to work on road and airport projects that include widening and removal of old seal by sandblasting or compressed air or pressure washing behind saw man.
- Able to use jackhammer to remove corners of spall repair and prepare spall to accept concrete or alternative fast setting product.
- Able to provide general skills of supporting general laborer Level 1-4 in a team approach.
- Able to assist in flagging or work-zone set up with more experienced laborer.
- Maintain safety standards set by ISC safety policies.
- Attend and participate in safety meetings and supervisory meetings as required.
- Perform additional assignments per supervisor direction.

Level 2:

- Able to confidently and proficiently handle Level 1 tasks at all times.
- Can successfully run hot tar kettle, knowing the controls and maintaining hot tar levels without letting it empty during project.
- Able to run independently flagging operations.
- Able to confidently and proficiently place backer rod in joint according to plans and specs
- Knowing how to change router bits and pins
- Knowing how to operate the router safely
- Must be able to back up equipment with a trailer without damaging equipment
- Must know proper securement of equipment on trailer/truck.

Level 3:

- Able to confidently and proficiently accomplish Level 1 and Level 2 tasks independently at all times
- Able to have team concept approach actively participating in problem solving certain situations
- Work with Level 4 laborer on learning how to cut and widen concrete with walk behind or riding saw
- Work with Level 4 on routing cracks properly
- Successful sealing cracks and joints per plans and specs
- Must properly place backer rod in joint according to plans and specs
- Keep track of inventory on jobsite to ensure no material shortage
- Must be able to independently set up traffic control on highways, two lane roads, and city streets
- Must know start up, shut down and maintenance procedures for silicone pump.

Level 4:

- Must be able to confidently perform Levels 1 – 3 successfully
- Proficiently widen concrete with walk behind and riding saw
- Router use independently
- Act as assistant to Supervisor or Foreman when needed
- Can communicate to Supervisor, Operation Manager and office with time tracking, quantities management and inventory control
- Participate in daily team meetings
- Must proficiently run and maintain all equipment

Effect on End Result:

This position, based on efficiency and quality, critically impacts the ability of Interstate Sealant and Concrete's to successfully complete its contractual obligations.

I have received and reviewed this job description.

Employee Signature

Date