



11400 K-Tel Drive
Hopkins, MN 55343

APPLICATION FOR EMPLOYMENT

Before you will be considered for employment, this application must be completely and accurately filled out and signed.

Please print neatly in all of the provided areas.

"We are an Equal Opportunity Employer company. We are dedicated to a policy of non-discrimination in employment on any basis prohibited by law including but not limited to: race, color, creed, sex, age, religion, national origin, veteran status, disability, ancestry, citizenship, marital status, affectional preference, status with regard to public assistance, sexual orientation, honesty testing, pregnancy or childbirth, genetic testing, or outside use of lawful products."

Southwest Light Rail Transit expects all working employees to be drug free and alcohol free. You may be subjected to pre-employment, reasonable suspicion, post-accident, periodic, and random, unannounced drug and/or alcohol testing.

PERSONAL INFORMATION: DATE _____

NAME _____

LAST

FIRST

MIDDLE

PRESENT ADDRESS _____

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS _____

PHONE NUMBER _____

IS YOUR AGE UNDER 18? ____ YES ____ NO IF YES, STATE YOUR AGE _____

IN CASE OF EMERGENCY, NOTIFY _____

	NAME	ADDRESS	PHONE	RELATIONSHIP
EDUCATION AND TRAINING	NAME AND LOCATION OF SCHOOL	LIST DEGREE OBTAINED AND SUBJECTS STUDIED		
HIGH SCHOOL				
COLLEGE				
OTHER				

EMPLOYMENT INFORMATION:

Position desired _____ Date you can start _____

Are you presently employed? ____ YES ____ NO

May we contact your present employer? ____ YES ____ NO If NO, Please state reason _____

Have you been previously employed by Southwest Light Rail Transit? ____ YES ____ NO

EMPLOYMENT HISTORY: LIST LAST FOUR EMPLOYERS BEGINNING WITH THE MOST RECENT PREVIOUS EMPLOYERS MAY BE CONTACTED

MONTH AND YEAR	NAME, ADDRESS, & PHONE # OF EMPLOYER			REASON FOR LEAVING (MUST BE FILLED IN)
FROM:		SUPERVISOR	STARTING SALARY	
TO:		POSITION	ENDING SALARY	
FROM:		SUPERVISOR	STARTING SALARY	
TO:		POSITION	ENDING SALARY	
FROM:		SUPERVISOR	STARTING SALARY	
TO:		POSITION	ENDING SALARY	
FROM:		SUPERVISOR	STARTING SALARY	
TO:		POSITION	ENDING SALARY	

DRIVER'S LICENSE ____ YES ____ NO STATE _____ LICENSE # _____ CLASS _____

COMMERCIAL DRIVER'S LICENSE (C.D.L.) ____ YES ____ NO If yes, Classifications _____

Please state any restrictions on your driver's license _____

EQUIPMENT EXPERIENCE:	EQUIPMENT	MONTHS/YEARS EXPERIENCE	WHERE/FOR WHOM
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PHYSICAL REQUIREMENTS FOR ESSENTIAL OCCUPATIONAL FUNCTIONS

The applicant acknowledges that the following physical requirements for a construction employee employed by Southwest Light Rail Transit for which the applicant is making this application for are as follows:

1. PHYSICAL LIFTING REQUIREMENTS

The employee must be able to regularly (12 times per hour, 8 hours per day) lift up to 50 pounds and carry such weight throughout a construction site. On several occasions throughout the workday (1 to 2 times per hour, 8 hours per day) the employee must be able to lift and carry up to 75 pounds. Approximately 3 times per 8 hour day, the employee must be able to lift and carry up to 100 pounds.

2. PHYSICAL FUNCTIONAL REQUIREMENTS

Construction work performed by employees of Southwest Light Rail Transit is strenuous and requires much physical exertion, including but not limited to:

- A. Stooping and bending - also lifting while stopping and bending
- B. Crawling on hands and knees.
- C. Reaching out and overhead - also lifting while reaching out and overhead.
- D. Climbing stairs and ladders, climbing on uneven grounds and into and out of excavations, and climbing onto equipment.
- E. Twisting at the waist and neck.
- F. Balancing and carrying material and equipment.
- G. Walking on even and uneven, rough ground.
- H. Shoveling and raking rocks, dirt, sand, or concrete.

3. PHYSICAL ENVIRONMENTAL REQUIREMENTS

Construction work performed by employees of Southwest Light Rail Transit is generally performed outdoors in all types of weather conditions typical to the Midwest. Employees must be able to withstand and perform in extreme temperatures (-10° to +100°), rain, snow, sleet, wind and other inclement weather conditions.

Are you able to perform the above requirements with or without an accommodation? _____ YES _____ NO If an accommodation is needed, how would you perform the requirements, and with what accommodation?

I acknowledge that I have received a copy of the Southwest Light Rail Transit Employee Handbook and I am responsible for reading and being aware of the contents. I acknowledge that it is my responsibility to abide by all company rules and regulations as set forth in the Employee Handbook and/or rules or regulations that Southwest Light Rail Transit may otherwise establish. I understand that the contents so the Employee Handbook, and other rules and regulations, may be changed by SWLRT at any time, with or without notice.

I further understand that employment at Southwest Light Rail Transit is at-will and neither the policies described in the SWLRT Employee Handbook nor any other verbal or written representations made by management representatives are to be interpreted as a contract between SWLRT and myself. I understand and acknowledge that my employment can be terminated at the option of either SWLRT or myself, at any time, for any reason.

READ CAREFULLY AND SIGN

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTANDING AND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS CONSIDERATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I AGREE TO SUBMIT TO PRE-EMPLOYMENT, REASONABLE SUSPICION, POST-ACCIDENT, PERIODIC, AND RANDOM, UNANNOUNCED DRUG AND/OR ALCOHOL TESTING. TESTING MYAVE BE CONDUCTED WITH A BREATH TEST, URINE TEST OR BLOOD TEST. I AGREE TO BE TESTED AS PART OF SOUTHWEST LIGHT RAIL TRANSIT'S DRUG AND ALCOHOL FREE WORK SITE PROGRAM.

I UNDERSTAND THAT I MAY BE REQUIRED TO COMPLETE A POST-OFFER FUNCTIONAL CAPACITY EXAMINATION AS A CONDITION OF EMPLOYMENT.

DATE _____ SIGNATURE _____

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DO NOT WRITE BELOW THIS LINE

Craft: Carpenter / Operator / Laborer / Cement Mason / Other: _____ **Classification:** Journeyman / Foreman / Apprentice - what year? ____

HIRED: YES _____ NO _____ **Salary/Wage:** _____ **Date Reporting to Work:** _____

INTERVIEWED BY _____ **DATE** _____



Equal Employment Opportunity Data

Various state and federal government agencies require employers to maintain the following information for job applicants and employees. However, you are not required to provide any of this information. Your submission of the information is completely voluntary. If you do provide the following information, this page will be separate from your application and/or personnel file, and placed in a confidential file. This information will not be used in any way in making employment decisions.

NAME:

Last

First

Middle

SEX:

Male

Female

Project # _____

I DO NOT WISH TO DISCLOSE

How were you referred to Southwest Light Rail Transit?

Race/Ethnicity (Please check):

- White (not of Hispanic or Latino) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- American Indian or Alaska Native (not of Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition
- Black or African American (not of Hispanic or Latino) - A person having origins in any of the black racial groups of Africa
- Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- Native Hawaiian or Other Pacific Islander (not of Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or the Pacific Islands
- Asian (not of Hispanic or Latino) - A person having origins in any of the original peoples of the Far East. Southeast Asia, the Indian Subcontinent; this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Two or More Races (not of Hispanic or Latino Origin)

Government Contractors must take Affirmative Action to employ and advance certain qualified Individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following Information is voluntary and will be kept confidential separate from your personnel file. Failure to provide this information will not subject any employee or applicant to any adverse treatment and will be kept in accordance with the Federal Regulations governing this Program.

Please check where applicable (Definitions of these designations are attached)

VETS 100 REPORTING:

- Veteran of the Vietnam Era
- Special Disabled Veteran
- Other Protected Veteran
- Recently-Separated Veteran (within 12 months of release from active duty)

VETS 100 A REPORTING:

- Disabled Veteran
- Armed Forces Service Medal Veteran
- Recently-Separated Veteran (within 36 months of release from active duty)

***In the event you believe there is reasonable accommodation that will assist you in performing the essential functions of a job, please contact the Human Resources Department.**

I understand that the disclosure of this information is for government reporting only, and will have no effect on the status of employment with Southwest Light Rail Transit.

Print Name: _____

Signature: _____

Date: _____

Last 4 digits SS#: _____