



INTEGRITY | COMMITMENT | PARTNERSHIP

COMMERCIAL & INDUSTRIAL
GENERAL CONTRACTING COMPANY

EST. 1974

APPLICATION FOR EMPLOYMENT

YOUR FUTURE. YOUR OPPORTUNITY.

HCC is an EQUAL OPPORTUNITY EMPLOYER (EEO) and an AFFIRMATIVE ACTION CORPORATION (AAC); therefore all applicants are considered without any regard to race, color, religion, sex, age, natural origin, disability, marital or veteran status, or any other legally protected status.*



TRADITION IN EXCELLENCE

SINCE 1974

HCC avidly seeks qualified and experienced individuals within the realm of commercial and industrial construction. Behind every structure we build there is a project management team of talented, experienced, and leading professionals working together to deliver unsurpassed excellence, sufficiency and environmental sustainability. Since 1974, HCC has served as a general contracting company, a construction management firm, and a leader in Design/Build construction management services throughout the state of Virginia. Given our broad level of expertise and range of construction services, your employment opportunities, should you choose HCC, will be truly vast.

At HCC, you are not just building structures; you are constructing a portfolio of skills and experiences that will sustain your entire career. Our core values – Integrity, Commitment, and Partnership – are precedent to everything that we do, both internally and externally. We recognize that our employees want to be both challenged and engaged throughout their professional experience, which is why HCC incorporates a vast array of projects encompassing the entire industrial and commercial parameter of general construction, management, and design/build engineering.

HCC employs some of the most talented, experienced, and skilled professionals in the industry. Alongside any HCC Project Management Team you will find an immense array of professional men and women working side by side to produce superior and unsurpassed results. From initial project collaboration to final project cessation, HCC works diligently to assure that every project requirement is met with not only sufficiency, but with Unparalleled Distinction.

YOUR FUTURE. YOUR OPPORTUNITY.

The HCC Difference



APPLICATION FOR EMPLOYMENT

Please PRINT all information tendered.
Application is valid for a six (6) month period.



This Company is an Equal Opportunity Employer (EEO) and an Affirmative Action Corporation (AAC); therefore all applicants are considered without any regard to race, color, religion, sex, age, natural origin, disability, marital or veteran status, or any other legally protected status.

Position applied for (be specific): _____ Date: _____

NAME

_____ Last

_____ First

_____ Middle

ADDRESS

_____ Street Name/Number

_____ Telephone Number

_____ City

_____ State

_____ Zip Code

Are you 18 years of age or older: Y N

Are 16 years of age or older: Y N

Have you ever been employed by HCC before this date: Y N

- If so, when: _____ Superintendent: _____

- Reason for departure: _____

TERMS OF LAWFUL EMPLOYMENT

Only United State's citizens or aliens who have a legal right to work in the United States are eligible for employment opportunity. Can you, upon employment, submit proper documentation of your true identity and your legal right to work in the United States?

Y N

SALARY / POSITION

(Indicate as applicable)

Wage Desired: \$_____ / Hour

Full Time Position -

Salary Desired: \$_____ / Year

Part Time Position -

Temporary Position -

If you noted Temporary Position, please explain thoroughly: _____

EDUCATION

Circle the highest number of years completed in a **secondary school** (high school). 9 10 11 12

Circle the highest number of years completed at any **college/university**. 1 2 3 4 5 6

Do you currently hold a **degree** (associate/bachelor/masters/doctorate) from any college/university/institute? Y N

- If you answered yes to the above questions, please list any and all degrees, both academic and/or honorary below:

CERTIFICATIONS / ABILITIES

List any and all **machinery** that you are physically capable and certified to operate (related to the Construction Industry): _____

Are you **fluent** in any language other than English? Y N If yes, _____

Are you **computer fluent**? Y N (if YES, then please complete the following)

List software and/or programs you are familiar with and have mastered: _____

List any **certifications** you have acquired (related to the Construction Industry): _____

List any **special training** you have acquired (related to the Construction Industry): _____

CHARACTER REFERENCES

Please **DO NOT** include family members and/or relatives in this section.

Name _____	Telephone _____
Address _____	City/State: _____
Relation _____	Occupation: _____
Employer: _____	

Name _____	Telephone _____
Address _____	City/State: _____
Relation _____	Occupation: _____
Employer: _____	

Name _____	Telephone _____
Address _____	City/State: _____
Relation _____	Occupation: _____
Employer: _____	

Name _____	Telephone _____
Address _____	City/State: _____
Relation _____	Occupation: _____
Employer: _____	

CURRENT / PRIOR – EMPLOYMENT HISTORY

Please begin with your current employer or most recent and progress accordingly.

**If additional paper is needed, please attach as an addendum to this document.*

Company Name: _____

Company Address: _____ City/State: _____

Supervisor: _____ Telephone: _____

Position Held: _____ Wages: _____

Date of Hire: _____ Date of Departure: _____

Reason for departure (if applicable): _____

Company Name: _____

Company Address: _____ City/State: _____

Supervisor: _____ Telephone: _____

Position Held: _____ Wages: _____

Date of Hire: _____ Date of Departure: _____

Reason for departure (if applicable): _____

Company Name: _____

Company Address: _____ City/State: _____

Supervisor: _____ Telephone: _____

Position Held: _____ Wages: _____

Date of Hire: _____ Date of Departure: _____

Reason for departure (if applicable): _____

DRIVER INFORMATION / TRANSPORTATION AVAILABILITY

Do you have reliable and reasonable means of transportation to and from work? Y N

Do you have a valid **Driver's License**? Y N *If so, please complete the following:*

Driver's License Number: _____ DL State: _____

Is your current License suspended for any reason: _____

Do you currently have a valid **CDL** license? Y N *If so, please complete the following:*

Date obtained: _____

Please list any **additional classifications** you hold on your license *(if applicable)*: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____ Telephone: _____

CRIMINAL BACKGROUND

Please note that every employee is subject to a complete and extensive background investigation prior to employment opportunity.

Other than violations committed as a juvenile (under 18 years of age), have you ever been convicted of any violation(s) of the law? Y N

TYPE OF VIOLATION

Felony Y N *(if YES, please attach an addendum explaining thoroughly)*

Misdemeanor Y N *(if YES, please attach an addendum explaining thoroughly)*

*Moving Traffic Violation Y N *(if YES, please attach an addendum explaining thoroughly)*

*(*This section is for consideration of our Take-Home Vehicle Program, and ONLY applies to those seeking the position of Superintendent or Project Manager)*

CONDITIONS OF APPLICATION AND AUTHORIZATION

I understand that this Company* may request a police and/or credit report about me and that I have the right to request that the Company disclose completely and accurately to me the content of those reports. I further understand that any offer of employment by the Company is contingent upon my passing any required physical examinations (including, but not limited to, a drug and/or alcohol screening). By signing below, I certify that all statements made by me on this application are true and complete to the best of my knowledge and that any misrepresentations or omissions may be cause for rejection of this application or subsequent dismissal if hired. I hereby release the Company from any and all liability of whatever kind and nature which, at any time, could result from obtaining and making an employment decision based upon such information. I understand and agree that, if I am employed, my employment will be on an at-will basis and that my employment may be terminated at any time by me or the Company with or without prior notice.

I hereby authorize my previous employers to furnish the Company with any information it may have concerning me which is on record or otherwise, and do hereby release my previous employers and all individuals connected therewith, including the Company, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

I hereby acknowledge that I have read and understood each of the above statements.

** The word Company in the above set of statements refers to HCC (Hall's Construction Corporation).*

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Printed Name of WITNESS: _____

Signature of WITNESS: _____

*****FAILURE TO COMPLETE THESE FORMS, IN THEIR ENTIRETY, MAY RESULT IN THE INELIGIBILITY OF YOUR EMPLOYMENT APPLICATION*****



The HCC Difference...

Established in 1974, Hall's Construction Corporation has since expanded and mastered all facets of the general construction industry. Our capabilities, experience, and professionalism will attest to the fact that we are a leader in our field.

Our mission is to provide the most comprehensive and tactful approach to every project. Our core values – Integrity, Commitment, and Partnership – are precedent to everything that we do, both internally and externally. HCC employs some of the most talented, experienced, and skilled professionals in the industry, all of whom are grounded within our core-value based corporation.

Our skilled Project Management Teams will partner with you to ensure the most efficient, precise, and principled approach with regards to each environ of the project, from construction commencement to final cessation. The HCC difference guarantees not only satisfaction and project adequacy, but unequivocal precision and superiority that are subsequent to none.