

SMIDT CONSTRUCTION Co.

107 Hwy. 63 South, Racine MN, 55967 • Phone: 507-378-4080 • Fax: 507-378-4609 • email: info@smidtco.com

APPLICATION FOR EMPLOYMENT (An Equal Opportunity Employer)

PERSONAL INFORMATION

Name _____ Social Security # _____ Date: _____
Last First Middle Initial

Present Address _____
Street City State Zip

Phone Number _____ Are You 18 Yes or Older? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? _____ If So, May We Inquire Of Your Present Employer? _____

Ever Applied To This Company Before? _____ Where? _____ When? _____

Referred By: _____

EDUCATION	Name And Location Of School	From/To	Graduate?	Subjects Studied
High School				
College				
Trade, Business Or Correspondence				

GENERAL

Subjects Of Special Study or Research Work _____

Special Skills _____
Exclude Organizations, The Name Of Which Indicates The Race, Creed, Sex, Age, Marital Status, Color, Or Nation Of Origin Of Its Members.

Activities: (Civic, Athletic, Etc.) _____

US Military or Naval Service _____ Rank _____ Presently in National Guard or Reserve _____

FORMER EMPLOYERS (List below you last three employers, starting with the last one first.)

Date/M/Y	Name, Address & Telephone of Employer	Salary	Position	Reason For Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like the best?

What did you like most about this job?

REFERENCES (Give the names of three persons, not related to you, whom you have known for at least two years.)

Name	Address and Telephone Number	Business	Years Acquainted

EMERGENCY CONTACT

Name	Relationship
Address	Telephone Number

MANDATORY DRUG AND ALCOHOL TESTING

Smidt Companies, Inc., follows all OSHA and DOT regulations regarding drug and alcohol testing. Please check here if you would be offended by taking such a test.

ACKNOWLEDGMENT

I hereby certify that the information contained in this application form and in any attachments listed below (hereafter made a part of this application) is true and correct to the best of my knowledge and agree to have any of the statements checked by the organization unless I have indicated to the contrary. I authorize the references listed above to provide the company any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the company as well as from the use or disclosure of such information by the organization or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or materials omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

Date

Signature

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.

GENERAL INFORMATION

DATE: _____

NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS (OPTIONAL): _____

DRIVERS LICENSE YES NO CLASS _____ NUMBER _____

TRANSPORTATION YES NO

INSURANCE YES NO

DUI'S YES NO

DRUGS PRESCRIPTION RECREATIONAL NONE

COMMENT _____

MANDATORY DRUG TESTING WOULD YOU BE OFFENDED BY THIS? YES NO

FELONIES WITHIN THE LAST 5 YEARS YES NO

PROBLEMS WORKING WITH HEIGHTS YES NO

ADDITIONAL COMMENTS: _____

AUTHORIZATION TO RELEASE INFORMATION

For the purpose of future employment, I, _____ ,
hereby authorize SMIDT COMPANIES, INC. to obtain driving record information from any and all
sources necessary to obtain information about my driving record.

Signature

Date

Witnessed by

The policy of Smidt Companies Inc., is to check with previous employers and to check references of
all job applicants, before hiring them.

NOTE: Please sign the Request For Information From Previous Employer Form (last page of this packet).
By signing this form, you will expedite the job interviewing process.

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TO: All Smidt Companies, Inc., Employees

FROM: Ken Smidt, President

RE:

➤ Base pay	➤ New Employee Bonus
➤ Subsistence pay	➤ 401K
➤ Bonus pay	➤ Tools
➤ Yearly Time-off pay	➤ Health Insurance Plan
➤ Uniforms	➤ Mandatory Drug/Alcohol Testing

BASE PAY

Employees are paid on a weekly basis, with Friday being pay day. You must have a time sheet filled out for any hours worked, during that pay period. This time sheet must be turned in by 8:00 a.m. Monday morning and then needs to be approved by your job foreman. You will NOT receive a pay check, unless this procedure is followed! It is the policy of Smidt Companies not to give advances or loans to their employees.

SUBSISTENCE

You will be paid your hourly wage times the amount of travel time hours you have for the month. Subsistence (travel time) checks will be paid with payroll checks, after the first full week of each month. An example is as follows:

- All Red Wing, Faribault, Owatonna, Albert Lea projects - 1/2 hour per day
- All Hastings, Wisconsin, Decorah, LaCrosse projects - 1 hour per day

Austin, Dodge Center, Lake City, Rochester, St. Charles, Spring Valley, Stewartville, Wabasha, Winona, Zumbrota, and all other close projects receive NO subsistence pay. Do not ask for extra subsistence pay because you live a long way from the project. There are only certain projects that subsistence will be paid for - it is the same for everyone, no matter how far you live away from the project.

Remember it is each employee's responsibility to get to the job site each day, on their own. It is not the company's responsibility to furnish any pay, gas or vehicles to get employees to the job site; unless you have been asked to haul company tools, supplies, or have made other arrangements with Ken, Jeff, or Gregg.

Enter the correct hour of subsistence, in the travel time column on your time sheets.

If you quit your job without giving 30 days' written notice, you will forfeit all subsistence pay to date.

BONUS PAY

If you show up for work on time, and work a full day each scheduled day for the entire week, you will receive a bonus of \$25 per week. If you show up for work on time, and work a full day each scheduled day for the entire month, you will receive an additional bonus of 10% of your gross base pay. These bonuses will be paid quarterly (every three months).

If you arrive at work late, leave work early, or miss a day of scheduled work without **TWO WEEKS** prior written notice, you will lose any bonus you had coming for that week and also for that month. You must write any requested time off on the back of your time sheet. Remember that time sheets are a week behind. Make sure you are giving two weeks' written notice.

If you quit your job without giving 30 days written notice, you will forfeit all bones pay to date.

401K

After six months of employment, you are eligible to participate in Smidt Companies, Inc., 401K Program. The enter dates for our 401K Program are January 1 and July 1.

YEARLY TIME-OFF PAY

After you have worked with Smidt Companies for 6 months, you will start earning yearly time-off pay. This time-off pay will be retroactive to your starting date. You will not receive any yearly time-off, until you have been with the company for over 6 months.

You will accumulate your yearly time-off pay based on your base pay. You will receive 40 hours per year of yearly time-off, if you work a 2,000 hour work year. If you work more than 2,000 hours per year, you will earn more than 40 hours per year. If you work less than 2,000 hours per year, you will earn less than 40 hours per year. This will be prorated. Once you have accumulated 10,000 hours (approx. 5 years), you will begin receiving, 80 hours per year of yearly time-off pay.

To receive your yearly time-off, you must request so, in writing, at least 90 days ahead of time. This request must be approved, before it is granted. If you wish to receive pay for this, this must also be requested in writing.

If you quit your job without giving 30 days' written notice, you will forfeit all yearly time-off pay you have accumulated to date.

NEW EMPLOYEE BONUS

You must be employed by Smidt Companies, at the time the new employee is interviewed and hired. The applicant must write your name in the referred by line on the application. If they are hired and work for 4 weeks without incident, you will receive a bonus of \$50.00.

If you quit your job without giving 30 days written notice, you will forfeit your right to any new employee bonus.

HEALTH INSURANCE PLAN

After 90 days of employment with Smidt Companies, you will become eligible for our company health insurance plan. Smidt Companies will pay for 80% of your (the employee) premium, and will pay for 20% of your spouses' and/or dependents' premium. This is deducted weekly, from your paycheck.

UNIFORMS

You will receive uniforms, after working for Smidt Companies for 30-days. Smidt Companies will pay for 50% of the cost of these uniforms. The other 50% will be deducted from your weekly paychecks. After six months, Smidt Companies will pay for 100% of the uniform cost.

If you quit or are terminated from employment, any unreturned uniforms will be deducted from your final paycheck!

TOOLS

It is each employee's responsibility to have their own hand tools. Do not borrow tools from other employees, unless they have an extra set. The company will supply all tools, trucks, and equipment; except personnel hand tools. You will need:

Day 1, First Week

Tape measure (a hard hat will be supplied by Smidt Co.).

Day 1, Second Week

Right/left aviation snips or erection wrenches, hammer, flat screw driver, speed square, tool pouch and holders.

Within 10 days

Approximately total of \$200.00 of tools. **(NO PAYCHECK WITHOUT PROPER TOOLS.)**

MANDATORY DRUG/ALCOHOL TESTING

Smidt Companies, Inc., follows all OSHA and DOT regulations, regarding drug and alcohol testing. If you will be driving a company vehicle that requires a class A license, it is mandatory that you get a physical and pass a drug/alcohol test. If you are hired as a laborer and do not drive a company vehicle, you may be picked by random to do such.

I have read and understand the above information.

Signature

Date

JOB DESCRIPTION AND PHYSICAL REQUIREMENTS

1. Pre-engineered Steel Building Assembler

2. Architectural Sheet Metal Installer

Both of the above job descriptions involve working outside all year, often in poor weather conditions.

Work includes:

- a. Erecting, assembling, and installing steel columns, beams, trusses, purlins, girts, struts, and an assortment of steel braces and fasteners.
- b. Installing rigid and batt insulation.
- c. Installing metal roof, wall, ceiling, soffit, facade, and other misc. metal panels, flashings, and trims.
- d. Occasionally installing other materials commonly used in the construction business, such as wood, concrete, plastics, Fiberglass, etc.

Both of the above job descriptions require hard, often extreme physical work. The work is often off of the ground either walking steel beams, or working off of ladders, scaffolds, or lifts. Always working either on your feet or on your knees, or straddling a steel beam. Usually a tool belt equipped with 30-50 lbs. of tools and fasteners along with a safety harness, a hard hat, and other safety equipment will be worn while working. Often it will be necessary to carry a heavy load such as one end of a 35' purlin that might weigh 100 pounds plus.

Both of these job descriptions require people that are physically fit, love to work outside during all four seasons, and respect, but have no fear of working heights.

These jobs require approximately \$200.00 for tools, before starting work.

3. Shop Mechanic

All truck and equipment maintenance.

4. Shop Fabricator

Welding and sheet metal fabrication

Both of these take several hundreds of dollars worth of personal hand tools, and require previous shop experience.

5. Truck Driver, Warehouse and Grounds Keeper

Requires a class "A" commercial driver's license with a good record. Will need to operate all trucks, and equipment in our fleet.

Job responsibilities include;

- a. Loading, delivering, and unloading equipment and materials.
- b. Daily inspection of trucks and equipment.
- c. Keeping trucks and equipment clean.
- d. Keeping shop, warehouse, and grounds clean, including floors, windows, snow removal, etc.

All of these job descriptions include knowing how to operate trucks, tools, and equipment. All of these jobs require physically demanding work, often requiring lifting heavy loads, climbing high structures, and working with safety harnesses and protection devices.

I have read the above job description and physical requirements and I understand them. I can safely do the jobs checked below:

- | | |
|---|--------------------------|
| 1. Pre-engineered steel building assembler | <input type="checkbox"/> |
| 2. Architectural sheet metal installer | <input type="checkbox"/> |
| 3. Shop mechanic | <input type="checkbox"/> |
| 4. Shop fabricator | <input type="checkbox"/> |
| 5. Truck driver, warehouse and grounds keeper | <input type="checkbox"/> |

Signature

Date

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REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER

FROM: _____ TELEPHONE NO. _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

_____ has filled out an application to Smidt Construction Co. The applicant states he/she was employed by you from _____ to _____.

Will you please reply to the inquiry below respecting this applicant. Your reply will be held in strict confidence and will in no way involve you in any responsibility.

For your convenience in replying by return mail, we have enclosed a self-addressed stamped envelope. Thank you in advance for your cooperation.

Sue Roberts,
Office Manager
Smidt Construction Co.

1. Is employment record with your company correct as stated above? Yes No
2. What kind(s) of work did applicant do? _____
3. Did applicant have custody of money or valuables? _____
4. Did applicant drive motor vehicles for you? Yes No If Yes what kind? _____
5. Was applicant a safe and efficient driver? Yes No If not, please specify _____
6. Did applicant receive Worker's Compensation at any time? Yes No Give dates and nature of each injury _____
7. Reason for leaving your employment: Discharged Laid Off Resigned
7. Remarks: _____
8. Was applicant's general conduct satisfactory? Yes No
9. Did this applicant drink any alcoholic beverages or use drugs, other than prescription, while on duty? Yes No
10. Would you rehire applicant to work for you? Yes No If no, please specify _____

	Excellent	Good	Fair	Poor	Very Poor
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation With Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other remarks: _____

Date: _____ For: _____ By: _____

I hereby authorize _____ to give all information regarding my services, character, and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information to the above named company.

Date: _____ By _____
(Signature of Applicant)