



# APPLICATION FOR EMPLOYMENT

DATE:

An equal opportunity employer committed to a diverse workforce

We welcome your application for employment at Graniterock. As Graniterock People, we are proud of each other and of our work. Throughout our history, we have maintained very high standards for hiring. We hire only people who can clearly demonstrate a strong commitment to:

- Safety (for yourself and others).
- Consistently meeting customer expectations (earning and keeping customer respect).
- Absolute integrity (highest standards of business and professional conduct).
- Teamwork (valuing the contributions of others while helping them to succeed).
- Continuous improvement in how work gets done (all areas of business activity).
- Commitment to lifelong learning (improving an individual's ability to contribute).
- Taking action to produce positive results.
- Self-direction (using sound independent judgment).
- Being a good corporate citizen (by contributing to society through the workplace).

## Instructions for Applicants

1. Complete all sections even if a resume is included. (Incomplete applications may not be considered).
2. Enter your information in the appropriate data fields.
3. Print and sign the application (Section XI).

## I. PERSONAL INFORMATION

- A. Name: \_\_\_\_\_
- B. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
- C. Telephone: home: \_\_\_\_\_ business: \_\_\_\_\_ message/cell: \_\_\_\_\_  
(ONLY ENTER NUMBERS THAT WE MAY USE TO CONTACT YOU).
- D. Email: \_\_\_\_\_
- F. Are you over 18 years of age?  Yes  No      G. If applying for a driving position, are you over 21?  Yes  No
- H. Other name(s) (last names and nicknames) under which you have been previously employed or under which education records exist:  
\_\_\_\_\_
- Name by which you prefer to be called: \_\_\_\_\_
- I. Have you ever been employed at this company?  Yes  No      If Yes, give dates, Position(s), location and managers name:  
\_\_\_\_\_
- J. How were you referred to our company? \_\_\_\_\_

## II. EMPLOYMENT INTERESTS

- A. Position(s) desired: \_\_\_\_\_
- B. Salary required: \_\_\_\_\_
- C. Type of position desired:  
 Full time  
 Part time  
 Temporary/Internship  
 Summer \_\_\_\_\_ to \_\_\_\_\_
- D. Rank your geographical preferences:  
 (#1 highest, etc; N/A = not available to work at this location)  
 San Benito County  
 San Mateo County  
 Santa Cruz County  
 Monterey County  
 Santa Clara County
- E. Date available to start work: \_\_\_\_\_
- F. Type of work desired: \_\_\_\_\_


In addition to further completing the main application for employment, please also use the specific supplemental form that describes the type of work you want to do.

- GREEN: TECHNICAL/MECHANICAL: EQUIPMENT OPERATORS, PLANT OPERATORS, ELECTRICIANS, MECHANICS, DRIVERS, LABORERS, ETC.
- BLUE: OFFICE PROFESSIONALS: ACCOUNTING, CUSTOMER SERVICE, CLERICAL, WEIGHMASTERS, DISPATCHERS, INSIDE SALES, ETC.
- YELLOW: PROFESSIONAL/MANAGERIAL: OUTSIDE SALES, SAFETY, HUMAN RESOURCES, INFORMATION SERVICES, ACCOUNTANTS, ENVIRONMENTAL, TECHNICAL SERVICES, ESTIMATORS, ENGINEERS, LEGAL, BRANCH AND DIVISION MANAGERS, ETC.

**III. PROFESSIONAL SKILLS**

- A. Job-related professional certificates or licenses held: \_\_\_\_\_
- B. Computer knowledge: \_\_\_\_\_
- Word processing program(s): \_\_\_\_\_
- Spreadsheet program(s): \_\_\_\_\_
- Database program(s): \_\_\_\_\_
- Other program(s): \_\_\_\_\_
- Programming languages; networking and software development environments: \_\_\_\_\_
- C. Job-related language(s) which you speak or read/write: \_\_\_\_\_
- D. Other Skills: \_\_\_\_\_

**IV. EDUCATION**

- A. Circle the highest grade completed:      8, 9, 10, 11, 12, GED, College 1, 2, 3, 4, Grad 1, 2, More than 2
- B. Name and Location of Schools      Year Completed      Degree or # of Units      Major      GPA (A=4.0)
- |                                     |   |       |       |       |
|-------------------------------------|---|-------|-------|-------|
| 1. High School _____                |  | _____ | _____ | _____ |
| 2. College _____                    | _____   | _____ | _____ | _____ |
| 3. College _____                    | _____   | _____ | _____ | _____ |
| 4. Technical/Vocational/Trade _____ | _____   | _____ | _____ | _____ |
5. Other training (including military or apprenticeships), as well as seminars or short courses within the last three years to improve your specific job skills and general leadership skills. \_\_\_\_\_
- \_\_\_\_\_
- C. Scholarships, Honors or Awards received: \_\_\_\_\_
- D. Professional, civic, or extracurricular activities. What leadership roles (if any) did you have in these activities?  
(You may exclude those which may indicate race, color, religion, national origin, citizenship, marital status, age, sex, sexual orientation, physical or mental disability, or other protected status).
- \_\_\_\_\_
- \_\_\_\_\_

- V. **MILITARY SERVICE:** List relevant job-related skills acquired during military service. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**VI. REFERENCES** – List people we may contact who are qualified to evaluate your skills or work performance (do not include relatives.)

Name	Telephone	Years Known	How Known
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

## VII. EMPLOYMENT HISTORY

A. Give employment record for the past ten years or more, listing current or most recent employer first. Show unemployed or self-employed periods, as well as significant volunteer work (more than 20 hours per week), and indicate dates; attach additional sheets if necessary.  
If currently employed, may we contact your employer?  Yes  No

1. Current Employment:

Company Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone #: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

2. Employment History:

Company Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone #: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

3. Employment History:

Company Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone #: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

4. Employment History:

Company Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone #: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

B. Have you ever been terminated from a job? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# APPLICATION FOR EMPLOYMENT

## VIII. DRIVER'S LICENSES AND DRIVING HISTORY\*:

- A. California Driver's License: Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_
- B. Other State Driver's License: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_
- C. Have you ever had a driver's license suspended or revoked? \_\_\_\_ If so, when and why? \_\_\_\_\_
- D. List moving violations from the past three years for which you were convicted, posted bail, or entered guilty or no contest plea.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Describe any vehicular accidents in which you were found responsible and there was more than \$500 in damages or injury to a person.  
\_\_\_\_\_  
\_\_\_\_\_

\*Note: You are not required to provide information in the above Section VIII if you are applying for a position which does not require vehicle driving or heavy equipment operation.

## IX. GENERAL INFORMATION

- A. Have you ever been convicted of a felony or a misdemeanor (exclude convictions that have been sealed, expunged, or statutorily eradicated, and exclude marijuana convictions more than two years old).  Yes  No  
If yes, please explain, giving date, place, offense and outcome. (A conviction will not necessarily disqualify you from employment).  
\_\_\_\_\_  
\_\_\_\_\_

## X. SUPPLEMENTAL INFORMATION. PLEASE ADD ADDITIONAL SHEETS IF YOU NEED MORE ROOM.

- A. Give examples of actions you took on your last job that are consistent with Graniterock's values. (See front page for list of values).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. What job responsibilities did you most enjoy in your last job?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. What job responsibilities did you like least?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**X. SUPPLEMENTAL INFORMATION. PLEASE ADD ADDITIONAL SHEETS IF YOU NEED MORE ROOM.**

D. What three accomplishments (professional and personal) are you proudest of?

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E. In what ways are you wiser or a better professional than you were three years ago?

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F. What are your near-term career goals (next two years), and what are you doing to prepare yourself to achieve them?

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G. What are your long-term career goals (beyond two years), and what are you doing to prepare yourself to achieve them?

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H. Is there anything else that you would like us to know about you? If so, what?

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# APPLICATION FOR EMPLOYMENT

## XI. CERTIFICATION

I certify that all answers or statements I have made on this application or resume are true and correct without omissions. I understand that any false statement or misrepresentation given on my application, resume or in the interview will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize this company to contact any of my past employers, educational institutions, references (except as otherwise indicated), any public or private agencies that have issued me a job-related professional or vocational certification or license (including driver's license, if applying for a position requiring vehicle driving or heavy equipment operation), and I authorize all of these parties to furnish any information concerning my previous employment, education or certification. I release these parties furnishing information and Graniterock from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations. During or after my employment with Graniterock, I release Graniterock from all claims and liabilities for information provided by Graniterock to other employers, organizations, or persons. I authorize and consent to this company conducting a thorough background investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. The company's criminal background check will focus on convictions and a criminal record will not necessarily disqualify me from employment. I understand that my employment is at will and for no definite period of time and may be terminated at any time by the company or me, with or without cause. I understand that my employment at will can be altered only by the President of Graniterock and only if such is in writing. Any implications to the contrary in any written material of the company shall have no force or effect on these actions. I agree to conform to the rules and regulations of the Company and acknowledge that, other than at-will employment, these rules and regulations may be changed, interpreted, withdrawn, or added by the Company at any time, at the Company's sole discretion and without any prior notice to me. I agree not to disclose confidential Company information to anyone outside the Company and that inventions, patents, and copyrighted material generated by me in the course of my employment are the sole property of Graniterock. I have no objection to taking a job-related physical examination which includes an alcohol and drug screening test at the expense of the Company if a job offer is made and conditioned upon successful completion of such an examination. If the alcohol and drug screening test is positive (confirmed by a Medical Review Officer), I understand I will not be considered for employment. I also understand I have the right to refuse to participate in this physical examination and alcohol and drug screening test, and that such refusal or failure to cooperate will result in removal from consideration for employment by the Company.

**My signature below verifies that I:**     will consent to an alcohol and drug screening     refuse to consent to an alcohol and drug screening.  
**Further, I**     do     do not give consent for release of the test results and all pertinent medical information to authorized Company representatives.  
 If hired, I will be required to submit proof of U.S. citizenship or other verification of my legal right to work in the U.S. I have read and understand the foregoing statements and accept the same as conditions of employment.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your interest in employment with Graniterock. The Human Resource Services Department welcomes any feedback you might have about our employment application and hiring process.

Please mail application materials to: **Graniterock**  
 Human Resource Services Department  
 P.O. Box 50001  
 Watsonville, CA 95077-5001

For a current recorded listing of job openings, call (831) 768-2166 or visit our website at [www.graniterock.com](http://www.graniterock.com)

## XII. APPLICANT QUESTIONNAIRE

Graniterock is required by state and federal laws and regulations to compile statistical data and maintain records of certain characteristics of job applicants.

To enable us to meet these requirements and better evaluate our recruitment program, we request your voluntary cooperation in completing this form. This information will be used for statistical purposes only and will be kept separate from your application. None of the information will be used to discriminate against or give preference to any individual.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Gender:  Male  Female Birth Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

A. Ethnicity:

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

B. Race (not Hispanic or Latino):

**White**

A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black or African American**

A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of the Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native**

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.

**Two or More Races**

All persons who identify with more than one of the above five races.

C. **Vietnam Era Veteran** (08/05/64-05/07/75)?  Yes  No

D. **Special Disabled Veteran** A veteran rated for a disability at 10 to 20% or released from active duty because of a service-connected disability.  Yes  No

E. **Other Eligible Veteran** Those who served in a "war" and those who served in a campaign or on an expedition for which a campaign badge was awarded.  Yes  No

In addition to further completing the main application for employment, please also use the specific supplemental form that describes the type of work you want to do.

- CLICK TO GO TO THE SUPPLEMENTAL FORM

- GREEN:** TECHNICAL/MECHANICAL: EQUIPMENT OPERATORS, PLANT OPERATORS, ELECTRICIANS, MECHANICS, DRIVERS, LABORERS, ETC.
  - BLUE:** OFFICE PROFESSIONALS: ACCOUNTING, CUSTOMER SERVICE, CLERICAL, WEIGHMASTERS, DISPATCHERS, INSIDE SALES, ETC.
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# APPLICATION FOR EMPLOYMENT

## Voluntary Self-Identification of Disability

Form CC-305

Expires 1/31/2017

OMB Control Number 1250-0005

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire and provide equal opportunity to qualified people with disabilities.<sup>i</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

### Please check one of the following boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.





# APPLICATION FOR EMPLOYMENT: GREEN SUPPLEMENT

DATE:

An equal opportunity employer committed to a diverse workforce

**GREEN SUPPLEMENTAL FORM:** Technical/Mechanical: Equipment/Plant Operators, Electricians, Mechanics, Drivers, Laborers, etc.

1. Describe the equipment you have operated and the amount of experience you have had with each type. Include truck driving (and types of trucks) and plant operation (concrete, asphalt and aggregate).

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2. What equipment repair and maintenance skills do you have? (Include welding and types of welding, fabrication, electrical, mechanical, preventive maintenance, and record keeping).

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3. Give an example of finding yourself in an unsafe situation. What did you do about it?

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4. Give an example of how you planned your work in advance so as to avoid having to involve any unsafe situations.

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5. Regarding your driver's license (if you are applying for any position requiring vehicle driving or heavy equipment operation):

a. Do you have a Class A? \_\_\_\_\_ If so, since what year? \_\_\_\_\_

b. Do you have a Class B? \_\_\_\_\_ If so, since what year? \_\_\_\_\_

c. Do you have any special endorsements? \_\_\_\_\_ If so, which ones? \_\_\_\_\_

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# APPLICATION FOR EMPLOYMENT: GREEN SUPPLEMENT

**GREEN SUPPLEMENTAL FORM:** Technical/Mechanical: Equipment/Plant Operators, Electricians, Mechanics, Drivers, Laborers, etc.

6. Describe a work situation in which your job skills were really tested. What happened?

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7. Give a job-related example of a situation in which someone asked you to do something that you did not believe was the right thing to do. How did you handle this?

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8. Please list names of any employers you have worked for in addition to those listed in Section VI on the main application form.

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9. Describe suggestions or recommendations you made to your place of employment which resulted in improved quality, efficiency, or lower cost.

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10. What experience have you had working with customers in serving their needs?

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# APPLICATION FOR EMPLOYMENT: BLUE SUPPLEMENT

DATE:

An equal opportunity employer committed to a diverse workforce

**BLUE SUPPLEMENTAL FORM:** Office Professionals: Accounting, Customer Service/Credit, Office Support, Communication Services, Legal, Weighmaster, Dispatcher, Inside Sales, Warehouse, etc.

1. Describe a work situation in which your job skills were really tested. What happened?

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2. Give a job-related example of a situation in which someone asked you to do something that you did not believe was the right thing to do. How did you handle this?

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3. How have you prepared yourself to be a very strong candidate for the position for which you are applying?

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4. Define professionalism as it pertains to the job for which you are applying.

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## APPLICATION FOR EMPLOYMENT: BLUE SUPPLEMENT

**BLUE SUPPLEMENTAL FORM:** Office Professionals: Accounting, Customer Service/Credit, Office Support, Communication Services, Legal, Weighmaster, Dispatcher, Inside Sales, Warehouse, etc.

5. Give examples of your having demonstrated professionalism in your current (or most recent) position.

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6. What do you do to help produce a positive work environment for yourself and your colleagues?

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7. Problem co-workers can exist even in the best companies. How have you handled problem co-workers?

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8. Touch typing speed: \_\_\_\_\_

9. Years of experience using 10-key by touch: \_\_\_\_\_



# APPLICATION FOR EMPLOYMENT: YELLOW SUPPLEMENT

DATE:

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**YELLOW SUPPLEMENTAL FORM:** Professional/Managerial: Outside Sales, Engineering, Human Resources, Information Technology, Senior Accountants, Environmental, Safety, Testing & Research, Estimators, Legal, Branch and Division Managers, etc.

1. Describe any supervisory/managerial experiences you have had (number of employees supervised/managed, types of positions they had, time periods during which you had these experiences etc.). Write N/A if not applicable.

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2. Describe a situation in which your authority or decisions were challenged. How did you deal with the situation?

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3. Describe two or three situations in the past three years in which you have taken a leadership role.

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4. Describe a professional situation in which you presented and defended your ideas in a group setting.

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## APPLICATION FOR EMPLOYMENT: YELLOW SUPPLEMENT

**YELLOW SUPPLEMENTAL FORM:** Professional/Managerial: Outside Sales, Engineering, Human Resources, Information Technology, Senior Accountants, Environmental, Safety, Testing & Research, Estimators, Legal, Branch and Division Managers, etc.

5. Recognizing that effective professionals are able to learn from mistakes, describe a mistake that you made and what you learned from it.

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6. Describe an ethical dilemma you experienced and discuss how you handled the situation.

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7. Describe your customer contact experience and how you go about serving customers.

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8. Describe your writing experience (articles published, thesis title, dissertation title, etc).

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