



EMPLOYMENT APPLICATION

NAME: _____

DATE: _____

Our policy is to provide equal opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

PERSONAL

Last Name	First	Initial	Social Security #*
Other Name(s) Used	Date of Birth*		Home Telephone # ()
Address			Business or Message # ()
Position Applied For	How did you hear about us?	Salary Desired	
Have you ever interviewed with the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Have you ever been employed by the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
If hired, when can you start?			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		If under 18, do you have a work permit?	

* This information will be used only to perform pre-employment screenings including a criminal background check. Broadway Builders, Inc does not discriminate on the basis of race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

EDUCATION

Circle Highest Grade Completed:

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies	_____			

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			
List Any Professional Designations			
Other Special Knowledge, Skills or Qualifications			

EMPLOYMENT HISTORY

List all employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
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Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

GENERAL

Yes No

- May we contact your current employer for references?
- If hired, will you be willing to work overtime?
- Are you looking for full-time employment?
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A Yes response does not automatically disqualify your application. Please describe the conditions on the back of Application.)
- Do you hold any applicable operator's licenses?
If Yes, please list any that are current: _____
- Do you have a valid driver's license?
- Do you use illegal drugs or abuse prescription and/or over-the-counter medications?
- If hired, will you agree to follow the attached Drug-Free Workplace Policy, as well as complete a drug test prior to beginning work?

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by Broadway Builders, Inc, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Broadway Builders, Inc to inquire into my professional and/or past employment history references as needed to research my qualifications for this position as well as to perform a criminal background check. I hereby give my consent to any former employer to provide employment-related information about me to Broadway Builders, Inc and will hold Broadway Builders, Inc and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Broadway Builders, Inc is intended to create an employment contract between myself and Broadway Builders, Inc under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Broadway Builders, Inc at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date

I have read and agree to the guidelines established in the attached Broadway Builders, Inc. Employee Handbook. I understand that if I am hired I will be placed on a 90-day probation period. I understand that overtime hours are expected of me and I am willing to work them.

Signature

Date



Employee Handbook

1. Probation Period:

Employee will be hired with a 90-day probation period. No holiday/personal time pay or benefits will be given during this time. At the conclusion of the probationary period, the employee will be given a P.R.O.G.R.E.S.S. Review to determine if the position is a good fit for the employee and the company, and to appropriately determine the employee's regular hourly wage.

2. Pay Policies:

- A. Payday is once a week, on Friday.
- B. Overtime pay is calculated at one-and-a-half times the employee's current regular rate per hour, and is calculated on time worked over 40 hours per week.
- C. Supervisor will keep track of hours worked.
- D. Employees will be eligible for pay adjustments (up or down) depending on P.R.O.G.R.E.S.S. Review ratings.
- E. There is one, fifteen-minute paid rest period from 9:30am – 9:45am daily.
- F. Lunch breaks are unpaid and are thirty minutes in duration.
- G. If required, child support payments will be deducted from each check.
- H. The work day begins at 7:00 AM and ends at 5:00 PM. Exceptions will be at Supervisor's discretion.
- I. First paycheck will be issued on the Friday following the conclusion of the first pay period in which work was performed. Pay period is from Monday to Sunday. (Example: If you begin work this Tuesday, you will receive your first check for time worked Tuesday-Sunday on the following Friday).

3. Paid/Unpaid leave:

Annual Holidays

Broadway Builders, Inc observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Christmas Day
- Personal Holidays (discussed below)

Paid Holidays

All full-time employees will receive holiday pay of eight straight time hours at their regular rate.

Holiday pay will not be paid if:

1. The employee has been on the payroll for less than 90 days.
2. The employee is on lay-off status.
3. The employee is a temporary or seasonal employee.
4. The employee is on leave of absence when the holiday occurs.

If an employee is requested to work during a paid holiday, he/she will receive holiday pay plus regular pay (including appropriate overtime for actual hours worked).

Overtime

Holidays are NOT considered a day worked for purposes of calculating overtime unless work is actually performed.

Paid Holidays During Vacations and Weekends

If a holiday occurs during the employee's vacation, the employee's vacation will be extended by the number of holidays falling during the vacation period or an equal number of vacation days will be carried forward for future use.

If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

Personal Holidays

After 90 days of employment, eligible employees are given two personal holidays annually to be used as personal time off. Before scheduling a personal holiday, the employee must obtain approval. Requests for personal holidays must be made not less than 10 days in advance of the requested date. Personal holidays must be used during the year accrued prior to the employee's anniversary date. They will not be carried over to the next year if they are not used, however a cash payment for unused Personal Holidays will occur on the employee's first check after their anniversary date. Personal Holiday pay is calculated using the same method as Paid Holidays (outlined above).

Religious Holidays

Broadway Builders, Inc recognizes that there may be religious holidays (other than those already designated at holidays) that employees would like to observe. It may be possible to arrange these holidays as authorized absences without pay, personal holidays, or vacation days. Requests for time off to observe religious holidays must be approved.

Vacation Time

Broadway Builders, Inc does not provide paid vacation time for part-time employees.

At the end of the first year as a full-time employee of Broadway Builders, Inc, an employee is entitled to 5 days (40 hours) of paid vacation. The employee's vacation days increase according to the accrual schedule listed below.

Vacation time may be taken in increments of one full day, however all cases must be prescheduled and pre-approved. Unused vacation days do not carry over to the next year. If an employee has unused vacation days at the end of the year, he/she will receive a cash payment using the vacation pay structure outlined on the next page.

Vacation Pay

Vacation must be taken in full-day increments and vacation pay is calculated as follows:

Days Used x 8-hours per day x Employee's "straight time" hourly rate = Vacation Pay

For example, if an employee takes two vacation days and is paid a regular rate of \$6 per hour, then the total vacation pay is: 2-days x 8-hours x \$6 per hour = \$96.

Vacation time is NOT work time. In the event that only a portion of a week is taken as vacation, as in the example above, vacation time is not considered "work time" and therefore will not be used when calculating overtime. For example, an employee takes two vacation days in one week (16-hours), and then works three 10-hour days during the rest of the week. Even though the hours for the week total 46, the 16-hours of vacation time are not hours worked and are therefore NOT included in overtime calculation. In this particular example, the employee would receive 30-hours of regular pay, and 16-hours of vacation pay.

Scheduling Vacations

Broadway Builders, Inc will attempt to grant all employees vacation at the time they desire to take it. However, Broadway Builders, Inc must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval.

Where conflicts develop, they will be resolved as fairly as possible. Preference will be given to the more senior employee, the employee who can demonstrate the greater need for vacation at the conflicting time, or the employee who makes the earliest request.

Termination and Vacation Pay

When employment ends for any reason, vacation time earned but not taken by the employee will be included in the employee's final paycheck. At the same time, vacation time taken in advance will be deducted from the final paycheck.

Vacation Accrual

Seniority Accrual Schedule

Employees who have completed one year of service and who work a 5-day, 40-hour week (minimum), are entitled to vacation as follows:

Service	Vacation entitlement in week/hours
After 1 year	1 week/40 hours
After 2 years	1 week/40 hours
After 3 years	2 weeks/80 hours
After 4 years	2 weeks/80 hours
After 5 years	2 weeks plus 1 day/88 hours
After 6 years	2 weeks plus 2 days/96 hours
After 7 years	2 weeks plus 3 days/104 hours
After 8 years	2 weeks plus 4 days/112 hours
After 9+ years	3 weeks/120 hours

Vacation must be taken during the calendar year at times convenient to you and your supervisor.

Personal Leave Policy

A personal leave of absence without pay may be granted an employee at the discretion of the company. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence and such leaves will be granted only under unusual circumstances.

Granting of such a leave depends on the review of the merits of each case, including the effect the employee's absence will have on the workload of the other employees. An employee must have one year of continuous employment before such a leave will be considered.

Applications for leaves of absence may be granted or rejected as dictated by the judgment of the employee's supervisor.

Regular pay and benefits are not payable to an employee while the employee is on a personal leave of absence. Although employees do not accrue benefits while on leave, those benefits accrued up to the time the employee started the leave will be retained.

The employee's exact position may not be guaranteed upon return from a personal leave of absence; however, all efforts will be made to place the employee in the first available similar job with similar pay. The employee's date of initial employment will be adjusted to reflect the time spent on personal leave.

It is the employee's responsibility to return to work on the date the leave of absence expires. Should the employee fail to return and fail to notify their supervisor of a request for an extension, we will assume that the employee does not intend to rejoin the company and will consider the employee to have resigned from employment. A request for extension of a leave of absence must be in writing and must be received at least five working days prior to the expiration of a leave.

Military Leave Policy

It is the policy of Broadway Builders, Inc to permit employees to take military leaves of absence.

Military Activities

Broadway Builders, Inc will grant the employee's request for military leave of absence (unpaid) for twelve days per year to be used for military training, reserve duty, drills, maneuvers, etc. In addition, if the employee should be called to active duty, the employee may take active duty leave for up to one year. Military leave is only granted to Broadway Builders, Inc.'s permanent employees and may be negotiable depending on individual circumstances.

Employment Rights

The employee's employment rights will be preserved while the employee is on military leave. Pay increases and vacation time that would have accrued had the employee not been on military leave of absence will be given to the employee upon returning to Broadway Builders, Inc after the military leave is over.

Reinstatement

Unless circumstances at Broadway Builders, Inc change so drastically while the employee is on active duty military leave that reinstatement is impossible or impractical, when the employee returns to Broadway Builders, Inc after military leave, the employee will either be reinstated to the position the employee held before taking military leave or be given a similar position with the same seniority, status, and pay, if in either case the following conditions are met:

1. Proof of honorable discharge from duty.
2. Proof of ability to resume the position.
3. Notice of intention to return is given.

If the employee is unable to return to the same position after annual or active duty military leave, Broadway Builders, Inc may arrange for another position at the same seniority, status and pay.

Notice of intention to return to work must reach Broadway Builders, Inc within 30 days of the employee's estimated return-to-work date.

Annual Vacation Leave

Annual military leave of absence is in addition to any annual vacation leave the employee is entitled to. Broadway Builders, Inc will not make deductions from annual vacation leave for time spent on annual military unless requested to do so by the employee.

Nondiscrimination

Broadway Builders, Inc makes it a policy not to discriminate in any way against employees who are members of the military. The employee's job will not be in jeopardy if a military leave of absence is requested or taken.

4. Absenteeism Policy:

No more than 3 absences in 6 months (includes all unscheduled absences, but not sick days in a row.)

4th absence: verbal warning

5th absence: written warning

6th absence: probation

7th absence: termination

Employee must call supervisor prior to *all* absences.

In light of extenuating circumstances, supervisor may amend policy.

5. Injuries:

A. All work related injuries must be reported immediately to supervisor.

B. Employee must fill out Documentation of Employee Injury Report within 24 hours of injury.

6. Confidentiality:

All employee records will be kept strictly confidential.

7. Performance Reviews:

Employees will be given quarterly performance reviews (P.R.O.G.R.E.S.S.) beginning after probationary performance review. Employees may also be periodically reviewed as determined by Supervisor. Reviews are not equated with pay increases.

8. Safety Policy:

Broadway Builders, Inc. provides all necessary safety equipment. Each employee is responsible for maintaining a safe work environment and using provided safety equipment. Unsafe practices will not be tolerated.

9. Rules of Conduct, Discipline and Termination:

A. Employees must meet Job Functions outlined in the Employee Job Description and the Performance Standards.

B. Employees must maintain a positive attitude and respect co-workers.

C. Excessive tardiness or absenteeism will not be tolerated.

D. Employees must treat all persons on the jobsite with dignity.

E. Unsafe behavior will not be tolerated.

F. Employees who fail to follow the rules of conduct:

1st offence: verbal warning

2nd offence: written warning

3rd offence: probation period of two weeks

4th offence: termination

G. Employees choosing to leave employment with Broadway Builders, Inc. must provide a two week notice.

10. Drug-Free Workplace:

Broadway Builders, Inc. is a drug-free environment. Employees must read and sign the Drug-Free Workplace Policy, and the Drug Testing Policy.

ATTENTION

Broadway Builders, Inc. reserves the right to conduct or require drug and/or alcohol tests on any employee who is on company premises, at job sites, en route to or from job sites, or who is engaged in company business at any location, operating company equipment (including company vehicles), or attending company sponsored events. This policy will apply to all current and prospective employees.

DRUG/ALCOHOL TESTING MAY BE PERFORMED AS FOLLOWS:

- (1) **Post-accident:** An accident occurring while on company business, or while operating company-owned equipment at any time, that results in an injury to yourself or others that may or may not require medical attention and/or causes damage to company property will be grounds for an immediate drug and alcohol test.
- (2) **Selective testing:** Any employee may be tested at any time while on company business, whether chosen randomly or deemed as necessary by management or by any company officer.

If an employee tests positive, and if after an MRO (medical review officer) has investigated the results, the results still show illegal drug use, then the employee's eligibility for workers compensation benefits may be affected. (i.g. disability payments)

Contact your supervisor if you have any additional questions.



Drug-Free Workplace Policy

The following policy is required by the Drug-Free Workplace Act and complies with applicable law concerning drug use in the workplace.

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment.
2. The unlawful manufacture, distribution, possession or use of a controlled substance on Broadway Builders' premises or while conducting the company's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. Employees must report any conviction under a criminal drug statute for violations occurring on or off Broadway Builders' premises while conducting company business. A report of a conviction must be made within seven (7) days after the conviction.

I have read, understand and agree to the Company's Drug-Free Workplace Policy.

Print Name

Sign Name

Date



Employee Handbook and At-Will Employee Status
Acknowledgement

The undersigned employee hereby acknowledges that he/she has received and read a copy of the Broadway Builders, Inc. Employee Handbook.

The undersigned further understands and agrees that:

- 1) Additional information and policies may be implemented from time to time by Broadway Builders, Inc.
- 2) The Employee Handbook is not an employment agreement or guarantee of employment.
- 3) The employee is an “at-will” employee, which means either the employee or Broadway Builders, Inc. may terminate the employment relationship, for any reason or for no reason.
- 4) The employee’s status as an at-will employee can only be changed through a written agreement duly authorized and executed by the partners of Broadway Builders, Inc. and the employee.
- 5) There have been no statements, agreements, promises, representations or understandings made by any officer, employee or agent of Broadway Builders, Inc. inconsistent with this Acknowledgement form.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____