

**APPLICATION FOR EMPLOYMENT**

ROCKY MOUNTAIN RECLAMATION is an Equal Opportunity/Affirmative Action Employer.

Description of Operations Manager position:

Contract management, ordering materials for projects and inventory.

Scheduling field crews, coordinating equipment and crews.

Preparing information for our Clients concerning our safety records and compliance and assisting with Invoicing and AR.

The company offers health insurance (including dental and vision), 401K Retirement Plan, and Paid Time Off.

**PLEASE TYPE OR PRINT**. Complete the entire application, even if you attach resume—RESUMES WELCOMED! Incomplete applications may not be considered. Please fill out each box (do NOT answer with “See Resume.”)

WHAT YOU ARE LOOKING FOR:  Full-Time/Permanent  Part-Time/Permanent

Full-Time/Temporary  Part-Time/Temporary

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|  | **APPLICANT INFORMATION** | | | | | | | | | | | | | |
| **Full Name:** |  | | |  | | | | |  |  |  | | | |
|  | *Last Name* | | | *First Name* | | | | | *M.I.* |  |  | | | |
|  |  | | | | | | | |  | | |  | | |
|  | *Mailing Address* | | | | | | | | *Apartment/Unit Number* | | | | | |
|  |  | | | | | | | |  | | |  | | |
|  | *City* | | | | | | | | *State* | | | *Zip Code* | | |
|  |  | | | | | | | |  | | |  | | |
|  | *Permanent Address* | | | | | | | | *Apartment/Unit Number* | | | | | |
|  |  | | | | | | | |  | | |  | | |
|  | *City* | | | | | | | | *State* | | | *Zip Code* | | |
| **Contact Phone:** | (      ) | | **E-mail Address:** | | | | | |  | | | | | |
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| **Are you at least 18 years of age?** | | *Yes* *No* | | | **As safety is our number one priority, it is imperative that you are able to communicate effectively with the rest of the RMR Team.  Are you able to read, write, and speak English fluently?** | | | | | | | | | *Yes No* |
| **Are you eligible to work in the U.S for an unlimited time?** | | *Yes No* | | |
| **Have you been convicted of any crime?** | | | | | | *Yes No* | *If yes please provide detailed information about the conviction(s) in the area provided at the end of this application.* | | | | | | | |
| **After reading this job description, are you able to perform all tasks?**  **What is the last wage rate you received for working in this field:** | | | | | | | | **Per hour.** | | | | |  | |

Do you feel this wage was sufficient? \_\_\_\_\_ Why / Why not?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired for this position, what do you feel it should pay, at a minimum? \_\_\_\_\_\_\_ Per hour.

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| JOB HISTORY…PLEASE DO NOT SAY “See Resume.”…  **START WITH MOST RECENT, & WORK BACKWARDS** | | | | |
| **Employer (Current/Most Recent)** | | **Address/Location** | | **Supervisor’s Name** |
| **Supervisor’s Phone** |
| **Title or Position** |  | **Job Duties** | | |
| **Start Date** |  | **Starting Wage** | **$** | **Reason for Leaving** |
| **End Date** |  | **Ending Wage** | **$** |

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| --- | --- | --- | --- | --- |
| **Employer** | | **Address/Location** | | **Supervisor’s Name** |
| **Supervisor’s Phone** |
| **Title or Position** |  | **Job Duties** | | |
| **Start Date** |  | **Starting Wage** | **$** | **Reason for Leaving** |
| **End Date** |  | **Ending Wage** | **$** |
|  |  |  |  |  |
| **Employer** | | **Address/Location** | | **Supervisor’s Name** |
| **Supervisor’s Phone** |
| **Title or Position** |  | **Job Duties** | | |
| **Start Date** |  | **Starting Wage** | **$** | **Reason for Leaving** |
| **End Date** |  | **Ending Wage** | **$** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Employer** | | **Address/Location** | | **Supervisor’s Name** | | **Supervisor’s Phone** | | **Title or Position** |  | **Job Duties** | | | | **Start Date** |  | **Starting Wage** | **$** | **Reason for Leaving** | | **End Date** |  | **Ending Wage** | **$** |   **Please use the additional pages at the end of this application if necessary.** | | | | |

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| **EDUCATION & SKILLS** | | | |
| **College/Business/Trade** |  | | |
| **Location** |  | **Dates Attended** |  |
| **Did you Graduate?** | *Yes No* | **Degree Obtained:** |  |
| **Honors/Awards** |  | | |

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| **EDUCATION & SKILLS continued** | | | |
| **High School** |  | | |
| **Location** |  | **Dates Attended** |  |
| **Did you Graduate?** | *Yes No* | **Degree Obtained:** | **Diploma or** **GED** |
| **Honors/Awards** |  | | |

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| **Other credentials/licenses/professional affiliations, etc.:** |
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| **Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)** |
| Excel – |
| Access – |
| Quickbooks-- |
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| **Please feel free to include any other information/skills that you would like us to consider:** |
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| **In one of your jobs, describe something you most enjoyed:** |
| **And something that was least enjoyable:** |

WHAT ARE YOU LOOKING FOR IN YOUR NEXT JOB?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **REFERENCES** | | |
| ***Please list 3 people not related to you whom you have known for at least 2 years*** | | |
| ***Name*** | ***Phone #*** | ***Relationship*** |
| ***Name*** | ***Phone #*** | ***Relationship*** |
| ***Name*** | ***Phone #*** | ***Relationship*** |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

**UPON HIRE**; I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of ROCKY MOUNTAIN RECLAMATION serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_