



**condotte**  
america

a MasTec company

**MasTec**

**MasTec**  
Civil Constructors

# EMPLOYMENT APPLICATION

**PLEASE READ CAREFULLY. COMPLETE BY PRINTING IN INK OR TYPING.  
YOU MUST PROVIDE ALL REQUESTED INFORMATION.**

## AN EQUAL OPPORTUNITY EMPLOYER

MasTec is an equal opportunity employer and does not and will not discriminate against any applicant or employee on the basis of race, color, religion, national origin, sex, age, citizenship, marital status, disabled veteran or Vietnam-era veteran, or any other legally protected status. MasTec also prohibits harassment of applicants or employees based on any of these protected categories.

**Note to Applicants:** Smoking is prohibited in all indoor areas of MasTec unless designated smoking areas have been established by a particular office in accordance with applicable state and local law.

**Note to Rhode Island Applicants:** MasTec is subject to Chapters 29-38 of Title 28 of the general Laws of Rhode Island and is, therefore, covered by the state's workers' compensation law.

### GENERAL INFORMATION

LAST	FIRST	MIDDLE	DATE APPLIED	RESUME ATTACHED? YES NO	
STREET ADDRESS			CITY	STATE	ZIP CODE
TELEPHONE NUMBERS HOME:	DATE AVAILABLE	DRIVER'S LICENSE(S) INFORMATION			
CELLULAR:		CDL: Yes or No	STATE: NUMBER:		
REFERRED BY	TYPE OF WORK DESIRED			ARE YOU WILLING TO RELOCATE? YES NO	

WERE YOU PREVIOUSLY EMPLOYED BY ANY MASTEC COMPANY? YES NO  
 IF YES, WHICH COMPANY: WHERE: WHEN:  
 REASON FOR LEAVING:

HAVE YOU PREVIOUSLY APPLIED TO ANY MASTEC COMPANY? YES NO  
 IF YES, WHICH COMPANY: WHERE: WHEN:

### FOR INTERNAL PURPOSES ONLY

SOCIAL SECURITY VERIFICATION	DRUG TEST VERIFICATION	LOCATION	HOURLY RATE/SALARY
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**EDUCATIONAL HISTORY**

SCHOOL NAME	LOCATION (CITY, STATE)	MAJOR COURSE OR SUBJECT	GRADUATED		DEGREE
			YES	NO	
HIGH SCHOOL					
TECHNICAL/TRADE (AFTER HIGH SCHOOL)					
COLLEGE (LIST ALL ATTENDED)					
OTHER EDUCATION/TRAINING					

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**SPECIAL SKILLS**

<i>TO BE COMPLETED FOR OFFICE POSITION:</i>	<i>TO BE COMPLETED BY APPLICANT FOR CONSTRUCTION WORK:</i>	
TYPE OF SOFTWARE/OFFICE EQUIPMENT USED:	TYPE OF EQUIPMENT OPERATED:	YEARS EXPERIENCE:

PLEASE LIST OTHER SKILLS AND EXPERIENCE THAT MAY BE USEFUL FOR THE POSITION SOUGHT:

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**MISCELLANEOUS**

IF HIRED, ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO  
(ALL EMPLOYEES MUST SUBMIT APPROPRIATE DOCUMENTATION VERIFYING WORK AUTHORIZATION STATUS)

WILL YOU NOW OR IN THE FUTURE REQUIRE SPONSORSHIP FOR EMPLOYMENT VISA STATUS (E.G. H-1B STATUS)? YES  
NO

YOU MAY BE REQUIRED TO WORK 40 OR MORE HOURS PER WEEK, INCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS. CAN YOU MEET THE ATTENDENCE REQUIREMENTS OF THE JOB? (MASTEC CONSIDERS REQUESTS FOR REASONABLE ACCOMMODATION FOR WORKING HOURS BASED ON RELIGION OR DISABILITY. THUS, YOU MAY ALSO ANSWER "YES" TO THIS QUESTION IF THE ONLY REASON YOU WOULD NOT BE ABLE TO MEET THE REQUIREMENTS IS DUE TO YOUR RELIGION OR DISABILITY.) YES NO

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**U.S. MILITARY RECORD**

**NOTE: ANSWERING THIS SECTION IS ENTIRELY VOLUNTARY. MASTEC SEEKS THE INFORMATION BECAUSE MASTEC HAS A PREFERENCE FOR HIRING INDIVIDUALS WITH RECORDS OF MILITARY SERVICE.**

BRANCH OF SERVICE	FROM	TO	DISCHARGE STATUS
PRESENT MILITARY AFFILIATION:	NONE	RESERVE (ACTIVE)	RESERVE (INACTIVE)

KINDS OF TRAINING AND DUTY WHILE IN SERVICE:

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**EMPLOYMENT HISTORY**

STARTING WITH THE PRESENT OR MOST RECENT EMPLOYER, LIST ALL PREVIOUS EMPLOYERS AND ACCOUNT FOR ANY GAPS IN EMPLOYMENT. INCLUDE SELF-EMPLOYMENT, SUMMER AND PART-TIME JOBS. YOU MAY ALSO INCLUDE VERIFIED WORK PERFORMED ON A VOLUNTEER BASIS. IT IS MASTEC'S POLICY TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS RESPECTING CONSIDERATION OF UNEMPLOYMENT STATUS IN MAKING HIRING DECISIONS. IF MORE SPACE IS REQUIRED, PLEASE CONTINUE ON A SEPARATE SHEET. ALL INFORMATION MUST BE COMPLETED. AN ATTACHED RESUME IS INSUFFICIENT.

**NOTE:** A FAILURE TO LIST A PLACE OF EMPLOYMENT WILL BE CONSIDERED A MATERIAL OMISSION AND MAY RESULT IN A DECISION NOT TO HIRE YOU OR TO TERMINATE YOUR EMPLOYMENT IF IT IS DISCOVERED AFTER YOU ARE ALREADY EMPLOYED.

<b>LAST OR PRESENT EMPLOYER:</b>		TYPE OF BUSINESS	TITLE OR JOB CLASSIFICATION
STREET ADDRESS		PHONE NUMBER	BRIEF DESCRIPTION OF JOB DUTIES
CITY	STATE	ZIP CODE	
SUPERVISOR'S NAME AND TITLE			
DATES WORKED			REASON FOR LEAVING
FROM: TO:			
<b>PRIOR EMPLOYMENT:</b>		TYPE OF BUSINESS	TITLE OR JOB CLASSIFICATION
STREET ADDRESS		PHONE NUMBER	BRIEF DESCRIPTION OF JOB DUTIES
CITY	STATE	ZIP CODE	
SUPERVISOR'S NAME AND TITLE			
DATES WORKED			REASON FOR LEAVING
FROM: TO:			
<b>PRIOR EMPLOYMENT:</b>		TYPE OF BUSINESS	TITLE OR JOB CLASSIFICATION
STREET ADDRESS		PHONE NUMBER	BRIEF DESCRIPTION OF JOB DUTIES
CITY	STATE	ZIP CODE	
SUPERVISOR'S NAME AND TITLE			
DATES WORKED			REASON FOR LEAVING
FROM: TO:			
MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO IF NO, WHY NOT?			
HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A JOB? YES NO			
IF YES, STATE EMPLOYER'S NAME, WHEN IT OCCURRED, AND THE CIRCUMSTANCES.			

**PROFESSIONAL/WORK REFERENCES**

NAME	TITLE/RELATIONSHIP	ADDRESS (STREET, CITY, STATE, ZIP CODE)	PHONE NUMBER (INCLUDE AREA CODE)

DO YOU HAVE ANY RELATIVE EMPLOYED BY ANY MASTEC COMPANY? YES NO

IF YES, WHICH COMPANY?	NAME OF RELATIVE(S)	RELATIONSHIP(S)

**EMPLOYEE CERTIFICATION – PLEASE READ CAREFULLY BEFORE SIGNING**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR MATERIAL 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 REGARDLESS OF WHEN THE FALSE ANSWER OR OMISSIONS ARE DISCOVERED.

I UNDERSTAND AND AGREE TO SUBMIT TO A LEGALLY PERMISSIBLE DRUG SCREENING IF I RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT. I ALSO UNDERSTAND THAT AN OFFER OF EMPLOYMENT BY THE COMPANY IS CONDITIONAL UPON SUCCESSFULLY PASSING SUCH DRUG SCREEN. I UNDERSTAND THAT MY REFUSAL TO SUBMIT TO A DRUG TEST WILL CAUSE THE CONTINGENT OFFER OF EMPLOYMENT TO BE WITHDRAWN, RESULTING IN TERMINATION. IF EMPLOYED, I FURTHER AGREE TO SUBMIT TO DRUG TESTS REQUIRED UNDER THE COMPANY’S DRUG-FREE WORKPLACE POLICY. THE COMPANY WILL ADMINISTER ITS DRUG TESTING POLICY IN COMPLIANCE WITH STATE AND FEDERAL LAW. I UNDERSTAND AND AGREE THAT IF I RECEIVE A POSITIVE DRUG TEST RESULT, I WILL NOT BE CONSIDERED FOR EMPLOYMENT, OR IF ALREADY EMPLOYED, I WILL BE DISMISSED.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO ALL OF THE POLICIES, RULES AND STANDARDS OF THE COMPANY. I UNDERSTAND AND EXPRESSLY AGREE THAT IF EMPLOYED BY MASTEC, STORAGE AREAS PROVIDED FOR ME (LOCKER, DESK ETC.) ARE OPEN TO INVESTIGATION BY MASTEC WITHOUT NOTICE TO ME.

**I UNDERSTAND AND AGREE THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT OR AN EMPLOYMENT AGREEMENT. IF HIRED, MY EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE AT ANY TIME, AND EITHER AT MY OPTION OR THE OPTION OF THE COMPANY.**

MY SIGNATURE BELOW CERTIFIES THAT I AGREE TO BE BOUND BY THE TERMS AND CONDITIONS STATED IN THIS APPLICATION, WHICH CONTAINS ALL THE UNDERSTANDINGS BETWEEN MASTEC AND ME CONCERNING THE TOPICS ADDRESSED HEREIN AND SUPERSEDES ANY PRIOR INCONSISTENT UNDERSTANDINGS BETWEEN MASTEC AND ME ON SUCH ISSUES.

SIGNATURE IN INK \_\_\_\_\_ DATE \_\_\_\_\_

**Massachusetts’ Applicants:** I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**APPLICANT INITIALS** \_\_\_\_\_

**Maryland Applicants:** I understand that under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that any individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

**APPLICANT INITIALS** \_\_\_\_\_