

EMPLOYMENT APPLICATION



RailWorks Corporation is an Equal Employment Opportunity Employer. Applicants are considered for positions without discrimination on the basis of race, color, religion, sex, national origin, citizenship, age, disability, sexual orientation, or any other consideration made unlawful by applicable federal, state, or local laws. RailWorks Corporation provides equal access to programs, services, and employment to all persons. Applicants who require reasonable accommodation for the application and/or interview process should notify the Human Resources Department.

Please complete all requested information. Please use ink and print.

Today's Date: _____ Position Applying For: _____

Name: _____
 (Last) (First) (Middle)

Address: _____
 (Street) (City) (State) (Zip Code)

Telephone Number: _____

GENERAL INFORMATION			
Date you are available for work?		Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your desired salary range?	\$ to \$	If hired, can you present evidence of your United States citizenship or right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You are interested in:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal /Temporary	Have you ever applied to RailWorks Corporation before? If yes, when? _____ Where? _____ What position? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to meet the attendance requirements of the position? If not, explain below. _____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been employed by RailWorks Corporation before? If yes, when? _____ Where? _____ What position? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are any of your relatives employed by RailWorks? If yes, state their name and your relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you travel if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Have you been convicted of a crime within the last ten years? (**Note:** Do not include convictions that were sealed, eradicated or expunged, or convictions that resulted in referral to a diversion program, or **marijuana related convictions that are more than two years old**) Yes No

If your answer is "yes," please explain the circumstances surrounding such offense, including place, date, name of court, etc. Conviction of a crime will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

COMPLETE IF APPLYING FOR DRIVER POSITION OR IF YOU HAVE A CDL

DO YOU HAVE A DRIVER'S LICENSE? Yes No What is your means of transportation to work? _____

Driver's license number: _____

State of issue _____ Expiration date _____ Operator Commercial Chauffeur

Have you had any accidents during the past three years? Yes No If yes, how many? _____

Have you had any moving violations during the past three years? Yes No If yes, how many? _____

EDUCATION AND TRAINING

School	Name and Address (include city & state)	Years Completed	Degree	Course/Major
High School				
College				
Business or Trade School				
Professional School				
Additional Training/Education				

EMPLOYMENT HISTORY

Starting with your most recent or current employer, complete the following regarding your employment, assignments and volunteer duties. Use Comments section to explain any gaps in employment.

Employer	Telephone No.	Dates of Employment	
Address		From:	To:
Starting/Final Job Title:		Starting Hourly Rate/Salary	
Final Immediate Supervisor and Title:		\$	Per
Reason for Leaving:		Ending Hourly Rate/Salary	
May we contact supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not at this time	\$	Per
Summary of Job Duties and Work Performed:			

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COMMENTS

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

REFERENCES

Provide the following information for three business/work references who are *not* related to you. If not applicable, list three school or personal references who are *not* related to you.

Name	Occupation	Phone	Address	Years Known

ADDITIONAL INFORMATION

List professional, trade, business, or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, gender, national origin, citizenship, mental or physical disabilities, veteran/reserve/national guard status, or any other similarly protected status.

Association	Position/Office Held

List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, gender, national origin, citizenship, mental or physical disabilities, veteran/reserve/national guard status, or any other similarly protected status.

List any other additional information you would like us to consider.

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APPLICANT'S STATEMENT

I certify that all the information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I authorize RailWorks to verify the accuracy of all information provided by me. I waive all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me. I authorize the employer to request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. I acknowledge that upon written request from me, the employer will provide information concerning the nature of any such report as required by the Fair Credit Reporting Act.

If a conditional offer of employment is made to me, I agree to submit to a pre-employment physical and testing for drug use and understand that any employment offer may be conditioned upon passing such tests. If I accept employment, I understand that: (1) the employer has a policy that provides for drug and/or alcohol testing to the extent permitted by federal, state, and local law; (2) consent to and compliance with such policy is a condition of my continued employment; and (3) continued employment is based on compliance with that policy. I agree to authorize release of all results or information obtained from all such examinations.

I understand that if I am hired, my employment with RailWorks Corporation is "at-will." I understand that I am free to resign at any time and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice.

I understand that if I am offered employment, I may be required to agree to confidentiality obligations, as a condition of the employment, to the extent required by law.

I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

Do not sign until you have read the APPLICANT'S STATEMENT above.

I certify that I have read, fully understand, and accept all the terms or the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

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VOLUNTARY EEO SURVEY

RailWorks considers all applicants for positions without regard to race, color, religion, sex, national origin, age, military status or any other characteristic protected by federal, state or local law.

We invite all applicants to complete the *Voluntary EEO* (Equal Employment Opportunity) *Survey* to help us comply with the requirements regarding government recordkeeping, reporting and other legal obligations which may apply. Providing this information is **VOLUNTARY**. The completion of this survey will in no way affect our decision for employment. Your cooperation is appreciated.

Please be advised that this survey is not part of your official *Application for Employment*. This information will be kept confidential and only be used in accordance with applicable laws and regulations.

Please contact the Human Resources Department with any questions.

EMPLOYEE INFORMATION	
APPLICANT NAME:	DATE
APPLICATION LOCATION:	POSITION APPLIED FOR:

CLASSIFICATIONS

Please check all applicable classifications. These classifications are specified and defined by federal law and not by RailWorks Corporation.

GENDER Male Female

RACE AND ETHNIC IDENTIFICATION

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - 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 (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

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A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

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You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business:	Contact:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture	Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051