

CCC GROUP, INC.

P. O. Box 200350
San Antonio, TX 78220-0350

APPLICATION FOR EMPLOYMENT

OFFICE USE ONLY

Job Number

Location

Submitted By

Date

APPLICANT INSTRUCTIONS

1. Please read "APPLICANT NOTE".
2. Complete all pages of this form.
3. If more space is needed to complete any question, use comments section on the last page.
4. Print clearly; incomplete or illegible applications will not be processed.
5. This application expires 120 days from date submitted.

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review and a drug/alcohol test. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

Please Print

Last Name		First		Middle	
Street Address		City		State	Zip
Home Phone			Business Phone		
How Did You Learn About our Company?		Are You Legally Authorized to Work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Proof of citizenship or immigration status will be required upon employment.</small>		Social Security Number	
Position Applied For:		Are You Employed Now? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will You Work Overtime if Asked? Yes <input type="checkbox"/> No <input type="checkbox"/>		Pay Expected
Are You on Layoff and Subject to Recall? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Available for Work		Can You Travel if job Requires? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you <input type="checkbox"/> Worked (or) <input type="checkbox"/> Applied with us Before?		If yes, give date:	Month		Year
		Location		Supervisor	
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain					

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent

Yes No

If the job requires, do you have the appropriate valid driver's license?

DL#

Type

State of Issue

Date of Birth

Yes No

Have you had any moving violations? Please describe _____

Yes No

Have you been given a job description or had the requirements of the job explained to you?

Yes No

Do you understand these requirements?

Yes No

Can you perform the essential functions of the job for which you are applying?

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company:

EDUCATION

School	Name and Location of School	Course of Study	Years Completed	Did You Graduate?	Degree/Diploma
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other				Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYMENT REFERENCES

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

MOST RECENT EMPLOYER	Are you currently working for this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company Name	City	State
Dates Employed: From _____ To _____		Job Title
Supervisor		
Duties:		
Salary \$ _____ Per _____ (Hour, Week, Month)	Reason for Leaving	
SECOND MOST RECENT EMPLOYER		
Company Name	City	State
Dates Employed: From _____ To _____		Job Title
Supervisor		
Duties:		
Salary \$ _____ Per _____ (Hour, Week, Month)	Reason for Leaving	
THIRD MOST RECENT EMPLOYER		
Company Name	City	State
Dates Employed: From _____ To _____		Job Title
Supervisor		
Duties:		
Salary \$ _____ Per _____ (Hour, Week, Month)	Reason for Leaving	

SKILLS ASSESSMENT – INDICATE YEARS OF EXPERIENCE FOR ALL THAT APPLY AND HIGHEST CAPACITY IN WHICH EMPLOYED BY ENTERING THE FOLLOWING IN THE CAPACITY COLUMN:

LEADMAN, FOREMAN, JOURNEYMAN, GENERAL FOREMAN, SUPERINTENDENT OR LABORER/HELPER

SKILLS	YEARS	CAPACITY	SKILLS	YEARS	CAPACITY
Build Wood Forms			Concrete Pile		
Assemble Metal Forms			Structural Welding		
Finish Carpentry			Wire Feed Welding		
Lay Block			GTAW Pipe Welding		
Lay Brick			Inner Shield Welding		
Place Concrete			Dual Shield Welding		
Finish Concrete			Mig Welding		
Set Pre-Cast Concrete			Tig Welding		
Operate Power Trowel			Oxy/Acetylene Burning		
Layout Steel			Air Arc/Plasma Arc		
Set Steel			Fit Carbon Pipe		
Tie Rebar			Fit Welded Stainless Steel Pipe		
Light Rigging (2 tons)			Fit Threaded Pipe		
Heavy Rigging (2 tons)			Fit Plastic Pipe		
Drive H-Pile			Operate Horizontal Boring Mill		

SKILLS	YEARS	CAPACITY	SKILLS	YEARS	CAPACITY
Sheet Pile			Intall PLC		
Operate CNC Machining Center or Lathe			Bull Dozer (Small & Medium)		
Operate Lathe/Bridgeport			Bulldozer (D7 or Larger)		
Lay Underground Pipe			Motor Grader Operator		
Expand Boiler Tubes			Air hand Tools		
Steel Fabrication			Hydraulic Crane		
Heavy Equipment Repair			Conventional Crane		
Diesel Engine Repair			Maintainer		
Small Engine Repair			Excavator		
Align Couplings With Dial Indicator			Rubber Tired Loader		
Operate Laser Alignment Equipment			Roller, Compactor, Mixer		
Install Industrial Bearings			Track Loader		
Bend/Install Industrial Tubing			Water Truck		
Pneumatic/Hydro Calibration			Dozers		
Run Cable Trays			Backhoe (large)		
Install and Bend Conduit			Forklift		
Electronic Calibration			Aerial Lift Off Road Haul Truck, Dump		
Hydraulic Repair			Air Track/Rock Drill		
Industrial Painting			Skid Steel Loader		
Sandblasting			Sheet Metal Fabrication		
Install Drywall			Operate Screed		
Blueprint Reading			Install Glass		
Drafting			Install Electronics		
Personal Computer			Install Door Hardware		
Transit			OTHER:		
Operate Auto Level					
Boom Truck					
Clerical Skills					
Electrical Termination					

CHECK ALL CRAFT CATEGORIES THAT APPLY:

- | | | | | | |
|--------------------------------------------|------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Boilermaker | <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Burner | <input type="checkbox"/> Carpenter | <input type="checkbox"/> Concrete | <input type="checkbox"/> Crane Operator |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Firewatch | <input type="checkbox"/> Fitter | <input type="checkbox"/> Formsetter | <input type="checkbox"/> Grinder |
| <input type="checkbox"/> Instrument Fitter | <input type="checkbox"/> Insulator | <input type="checkbox"/> Ironworker | <input type="checkbox"/> Machinist | <input type="checkbox"/> Mechanic | <input type="checkbox"/> Millwright |
| <input type="checkbox"/> Painter | <input type="checkbox"/> Pile Driver | <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Pipelayer | <input type="checkbox"/> Plumber | <input type="checkbox"/> Rigger |
| <input type="checkbox"/> Purchasing Agent | <input type="checkbox"/> Rod Buster/Steel Tier | <input type="checkbox"/> Scheduling | <input type="checkbox"/> Sheetmetal | <input type="checkbox"/> Surveyor | <input type="checkbox"/> Tool Man |
| <input type="checkbox"/> Welder | <input type="checkbox"/> Clerical | <input type="checkbox"/> Other | | | |

ADDITIONAL COMMENTS:

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN	RELATIONSHIP
1.			
2.			

COMMENTS

CERTIFICATION AND RELEASE

I declare that the answers given by me to the questions in this application are correct to the best of my knowledge and that I understand that any misstatement, falsification, or omission of facts shall be cause for disciplinary action up to and including dismissal or rejection from employment. I authorize the company to investigate my answers to all questions in this application. I authorize any law enforcement agency or criminal history background-reporting agency to furnish information in its records about me to the Company or its agents. I further authorize the company to contact any of my previous employers, as well as reference sources, in order to verify the information that I have furnished regarding my qualifications and character. I hereby authorize all person(s) having knowledge thereof to provide such information to the company, and I hereby release from liability and agree to hold harmless any person that furnishes such information in good faith. I further agree that I will submit to a medical review after an offer of employment is made but prior to reporting to work. Additional testing of job related skills and for the presence of drugs in my body may be required prior to employment. I authorize the company to supply my employment records in whole or in part and in confidence to any employer, insurance agency or other party with a legal and proper interest. I hereby release the company from any liability and agree to hold harmless any employee of the company who furnished such information. I understand that I must comply with the company safety rules, including the company substance abuse policy, and that failure to comply will result in disciplinary action up to and including termination. I understand and agree that my employment is on an "at will" basis and that the employment relationship may be terminated by the company, or by me, at any time for any reason, with or without cause or notice. I further understand that no exceptions to this policy will be honored or recognized unless contained in a written agreement signed by a director of the company and the affected employee. Any verbal representations to the contrary are invalid and should not be relied upon.

I authorize the company to obtain an investigative consumer report on me, after an offer of employment is made, but before reporting to work, as defined by the Fair Credit Reporting Act. This report may include information pertaining to my safety and driving record. I understand that if any such inquiry is made, further information as to its nature and scope will be supplied upon written request.

I have carefully read the information on this form, I realize I had the opportunity to ask questions about it and I understand what it means.

Signature of Applicant

Date

AFFIRMATIVE ACTION SURVEY FORM

CCC Group, Inc. performs work on federal construction projects and is required to take affirmative action to employ minorities and women. CCC Group is also subject to Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act. Those statutes require government contractors to take affirmative action to employ qualified persons with disabilities and veterans of the Vietnam era. If you have a disability or if you are a veteran or disabled veteran of the Vietnam Era and would like to be considered under our affirmative action program, please tell us. Submission of this information is voluntary and your refusal to provide it will not subject you to any penalty or discriminatory treatment. All information submitted will be kept confidential and used only in accordance with federal law and regulations.

A Vietnam era veteran is a person who served on active duty for a period of more than 180 days, any part of whose service occurred between August 5, 1964, and May 7, 1975. Please answer the following questions.

1.	Are you a veteran of any of the Campaigns or Expeditions on the attached sheet? Yes <input type="checkbox"/> No <input type="checkbox"/> Check which one(s).
2.	If you answered question 1 "yes", please state the dates of your military service and the branch of the armed forces in which you served.
Are you a newly separated veteran, defined as "any veteran during the one-year period beginning on the date of such veteran's discharge or release from activity duty"? Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Do you have a disability which might affect your ability to perform the job for which you are applying or create a hazard to yourself or others in connection with your performance of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	If you answered question 3 "yes", please tell us about any special methods, skills, or procedures that would enable you to perform the job you might not otherwise be able to perform because of your disability.
5. Please provide information concerning your race and sex.	
Race:	Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/> _____

_____ Date

_____ Signature

_____ Social Security Number

_____ Printed Name

This survey form is **not** part of your employment application and will be used solely for affirmative action purposes. Your participation is voluntary.

Campaigns and Expeditions that Qualify for Veterans' Preference

<i>Campaign or Expedition</i>	<i>Inclusive Dates</i>
Armed Forces Expeditionary Medal (AFEM) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	
<input type="checkbox"/> Berlin	August 14, 1961 to June 1, 1963
<input type="checkbox"/> Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)	November 20, 1995 to December 20, 1996; December 20, 1996 to present; June 21, 1998 to present
<input type="checkbox"/> Cambodia	March 29, 1973, to August 15, 1973
<input type="checkbox"/> Cambodia Evacuation (Operation Eagle Pull)	April 11 – 13, 1973
<input type="checkbox"/> Congo	July 14, 1960, to September 1, 1962, and November 23 to 27, 1964
<input type="checkbox"/> Cuba	October 24, 1962 to June 1, 1963
<input type="checkbox"/> Dominican Republic	April 28, 1965, to September 21, 1966
<input type="checkbox"/> El Salvador	January 1, 1981, to February 1, 1992
<input type="checkbox"/> Grenada (Operation Urgent Fury)	October 23, 1983, to November 21, 1983
<input type="checkbox"/> Haiti (Operation Uphold Democracy)	September 16, 1994, to March 31, 1995
<input type="checkbox"/> Iraq (Operation Northern Watch)	January 1, 1997 to present
<input type="checkbox"/> Korea	October 1, 1966, to June 30, 1974
<input type="checkbox"/> Laos	April 19, 1961, to October 7, 1962
<input type="checkbox"/> Lebanon	July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987
<input type="checkbox"/> Mayaguez Operation	May 15, 1975
<input type="checkbox"/> Operations in the Libyan Area (Operation Eldorado)	April 12 – 17-, 1986
<input type="checkbox"/> Panama (Operation Just Cause)	December 20, 1989, to January 31, 1990
<input type="checkbox"/> Persian Gulf Operation (Operation Earnest Will)	July 24, 1987, to August 1, 1990
<input type="checkbox"/> Persian Gulf Operation (Operation Southern Watch)	December 1, 1995, to present
<input type="checkbox"/> Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995 to February 1, 1997
<input type="checkbox"/> Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998 to December 22, 1998
<input type="checkbox"/> Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
<input type="checkbox"/> Persian Gulf Intercept Operation	December 1, 1995, to present
<input type="checkbox"/> Quemoy and Matsu Islands	August 23, 1958, to June 1, 1963
<input type="checkbox"/> Somalia (Operation Restore Hope)	December 5, 1992, to March 31, 1995
<input type="checkbox"/> Taiwan Straits	August 23, 1958, to January 1, 1959
<input type="checkbox"/> Thailand	May 16, 1962, to August 10, 1962
<input type="checkbox"/> Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975, to April 30, 1975
<input type="checkbox"/> Vietnam (including Thailand)	July 1, 1958, to July 3, 1965

Navy Expeditionary Medal and Marine Corps Medal for these Operations:

<i>Campaign or Expedition</i>	<i>Inclusive Dates</i>
<input type="checkbox"/> Cuba	January 3, 1961 to October 23, 1962
<input type="checkbox"/> Indian Ocean/Iran	November 21, 1979, to October 20, 1981
<input type="checkbox"/> Iranian/Yemen/Indian Ocean	December 8, 1978 to June 6, 1979
<input type="checkbox"/> Lebanon	August 20, 1982 to May 31, 1983
<input type="checkbox"/> Liberia (Operation Sharp Edge)	August 5, 1990 to February 21, 1991
<input type="checkbox"/> Libyan Area	January 20, 1986 to June 27, 1986
<input type="checkbox"/> Panama	April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990
<input type="checkbox"/> Persian Gulf	February 1, 1987 to July 23, 1987
<input type="checkbox"/> Rwanda (Operation Distant Runner)	April 7 – 18, 1994
<input type="checkbox"/> Thailand	May 16 – August 10, 1962

Other Campaign and Service Medals Qualifying for Preference:

<i>Campaign or Expedition</i>	<i>Inclusive Dates</i>
<input type="checkbox"/> Army Occupation of Austria	May 9, 1945 to July 27, 1955
<input type="checkbox"/> Army Occupation of Berlin	May 9, 1945 to October 2, 1990
<input type="checkbox"/> Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
<input type="checkbox"/> Army Occupation of Japan	September 3, 1945 to April 27, 1952
<input type="checkbox"/> Chinese Service Medal (Extended)	September 2, 1945 to April 1, 1957
<input type="checkbox"/> Korean Service	June 27, 1950 to July 27, 1954
<input type="checkbox"/> Navy Occupation of Austria	May 8, 1945 to October 25, 1955
<input type="checkbox"/> Navy Occupation of Trieste	May 8, 1945 to October 25, 1954
<input type="checkbox"/> Southwest Asia Service Medal (SWASM) Operations Desert Shield and Desert Storm)	August 2, 1990 to November 30, 1995
<input type="checkbox"/> Units of the Sixth Fleet (Navy)	May 9, 1945 to October 25, 1955
<input type="checkbox"/> Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973