



Return this completed application to:
jobs@richmondctcinc.com

Richmond Traffic Control Employment Application

Ashland 804-798-1659
Norfolk 757-588-4282
Stafford 540-288-2205

Applicant Information

Position Applied For: _____ Date of Application: _____

Full Name: _____
Last First M.I.

Address: _____
Street Name & Number Apt#
City State Zip

Primary Phone: () _____ Secondary Phone: () _____

Email Address: _____ Desired Salary: \$ _____

Are you over the age of 18? Yes or No Are you over the age of 21? Yes or No

Are you legally eligible for employment in the United States? Yes or No

(If offered employment, you will be required to provide documentation to verify eligibility)

Can you perform the essential functions of the position for which you are applying? Yes or No

(If you have any question as to what functions are applicable to the position you are applying, please ask the interviewer before you answer.)

Have you ever pled guilty, no contest or been convicted of a crime? Yes or No If so, please explain below:

Availability

Please indicate below the days and times available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you available to work overtime? Yes or No Are you available to work on short notice? Yes or No

Are you presently employed? Yes or No May we contact your present employer: Yes or No

Do you need to give your current employer resignation? Yes or No Date available to work: _____

Do you have reliable transportation to/from office or jobsites? Yes or No

Professional Licenses or Memberships

Do you belong to any professional, trade, business or civic organizations that deal with the the position in which you are applying for? If yes, please list below: (You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, or any other protected status.)

Type of License or Certificate held: _____

Other professional memberships: _____

Employment History

Please list previous work history beginning with most recent for the past 7 years:

Dates Employed: From: _____ To: _____	Name of Employer:	Supervisor Name:
Position Held:	Rate of Pay: Beginning: _____ Ending: _____	Phone Number:
Duties:		May We Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Reason for Leaving:		

Dates Employed: From: _____ To: _____	Name of Employer:	Supervisor Name:
Position Held:	Rate of Pay: Beginning: _____ Ending: _____	Phone Number:
Duties:		May We Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Reason for Leaving:		

Dates Employed: From: _____ To: _____	Name of Employer:	Supervisor Name:
Position Held:	Rate of Pay: Beginning: _____ Ending: _____	Phone Number:
Duties:		May We Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Reason for Leaving:		

Dates Employed: From: _____ To: _____	Name of Employer:	Supervisor Name:
Position Held:	Rate of Pay: Beginning: _____ Ending: _____	Phone Number:
Duties:		May We Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Reason for Leaving:		

Education

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of years completed (circle one): 1 2 3 4

Did you receive your diploma? Yes or No Did you receive your G.E.D.? Yes or No

College or Vocational School: Number of years completed (circle one): 1 2 3 4

School: _____ City/State: _____

Major: _____ Degrees Earned: _____

Other Training or Degrees:

School: _____ City/State: _____

Major: _____ Degrees Earned: _____

References

List three (3) persons not related to you, whom you have known at least three years.

Name:	Occupation:	
Phone Number or email address:	How acquainted:	# Years Acquainted:

Name:	Occupation:	
Phone Number or email address:	How acquainted:	# Years Acquainted:

Name:	Occupation:	
Phone Number or email address:	How acquainted:	# Years Acquainted:

Please list any other special skills or qualifications you would like us to consider when making our hiring decision:

Applicant's Certification and Agreement

Richmond Traffic Control, Inc. (the Company) is an equal opportunity employer. The Company does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Company to verify their accuracy and to obtain reference information on my work performance. I hereby release the Company from any/all liability of whatever kind of nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____

RICHMOND TRAFFIC CONTROL, INC.

PROVIDING TRAFFIC CONTROL SOLUTIONS

Applicant Agreement

Company Information

Richmond Traffic Control, Inc. is a full service provider of highway work zone traffic control products and services. We install lane closures and detours and perform flagging operations and "rolling" lane closures. We sell and rent a complete line of traffic control products. Richmond Traffic Control, Inc. is an equal opportunity employer.

Job Description and Requirements

Employees are required to install and remove traffic control devices (signs, drums, barricades, cones) along the roadway. Employees are required to flag traffic (control traffic using stop/slow paddles, and other devices). Employees must be able to drive trucks (non-CDL). Employees must be reliable, hard working and demonstrate a positive attitude and a willingness to learn and take on new challenges. Employees must meet the following requirements:

Experience - Experience in work zone traffic control and/or construction and/or heavy equipment operation and/or truck driving or other related experience is required.

Hours - Traffic control is a 24/7 operation. Therefore night and weekend work is required. Employees must be flexible and willing to work nights and weekends and potentially long hours.

Drivers License - Employees are required to have a valid driver's license and an acceptable driving record. Both pre-employment and routine motor vehicle record checks are performed on applicant's and employees. We sometimes hire non-drivers.

Drug Free Work Place - All employees are required to undergo pre-employment, random, post accident, and "for cause" drug screens.

Heavy Lifting - Heavy lifting is required. Employees must be able to perform strenuous and repetitious physical tasks.

Working Conditions - All work is performed outdoors along the roadway. Employees are subject to extreme hot and cold temperatures, wind, rain, and other elements. Hazards are present including vehicle traffic and construction equipment.

Applicant Signature

By signing below, I, _____ (print name) agree that I have read this document and am willing to meet all basic job requirements stated above.

Signature

Date

Ashland
(804)798-5573
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Stafford
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RICHMOND TRAFFIC CONTROL, INC.

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Motor Vehicle Record Policy and Consent Form

Driver's Permission of MVR Release

It is the policy of Richmond Traffic Control, Inc. to obtain and review the Motor Vehicle Record (MVR) of each prospective driver after a conditional offer of employment is extended to the individual. Richmond Traffic Control, Inc. will review the MVR to ascertain that the applicant holds a valid license and that their driving record is within the MVR and driver incident parameters set by Richmond Traffic Control, Inc. Driving Policy. If an applicant's driving record does not meet the criteria set by the company driving policy, as determined that the sole discretion of management, no offer of employment will be extended.

On rare occasions, and at the discretion of Executive Management, "non-drivers" may be hired. Those hired at "non-driver" category will be restricted to jobs that do not require driving of company vehicles. Non-drivers found driving company vehicles will be subject to disciplinary action up to and possibly including termination.

A "driver" is someone who could not perform the duties assigned to them without driving a vehicle.

Richmond Traffic Control, Inc. will also conduct a semi-annual review of each employed driver's performance record. The review will be based on a recent copy of the driver's Motor Vehicle Record, the driving exposure, both "at fault" and "not at fault" losses experienced during the past six months, the drivers age category and any management concerns regarding reported or possible violations of the company driving policy. If the driver's performance record does not meet the criteria established by our insurance company and Richmond Traffic Control, Inc. Driving policy, as determined at the sole discretion of management, remedial training or other disciplinary action may be taken up to and including terminations.

Your signature below indicates permission for our insurance company and Richmond Traffic Control, Inc. to obtain and review your Motor Vehicle Record every six months or as requested due to an accident, moving violations or driver probationary status.

Employee/Candidate Signature Date

Employee/Candidate Printed Name Date of Birth

Employee Address City State Zip

Social Security Number Driver's License Number State DL Issued

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Illegal Drug Testing Consent Form

In accordance with Drug Free Workplace Act of 1988, we are required to provide a drug free work place as a condition of receiving a contract or grant from a federal agency. To comply, we will screen all applicants during the pre-employment process, after any accident, in the case of suspicion, or randomly as the company sees fit.

I, _____ (applicant name), do hereby agree to submit to testing to be performed by Secure Testing Services (laboratory name) for detection of illegal drugs. I give permission for test results to be released to Richmond Traffic Control, Inc. I understand and agree that Richmond Traffic Control, Inc. is not responsible for the manner in which such tests are conducted or for any such errors made by the laboratory in performing the tests or analyzing the test results.

Please list the following drugs or substances taken within the last 30 days:

Identify by Name, Amount & Date

- () Sleeping Pills _____
- () Diet Pills _____
- () Pain Relief Pills _____
- () Cold Tablets _____
- () Anti-Malaria Drugs _____
- () Any other medication or drug _____

I understand that the presence of illegal drugs in my system, refusal to be tested, or any attempt to affect the test results or test sample will result in withdrawal of my application for employment, withdrawal of any provisional employment offer I have received from Richmond Traffic Control, or termination of employment.

Signature _____ Date _____

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RICHMOND TRAFFIC CONTROL, INC.

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Voluntary Self-Identification Form

Richmond Traffic Control, Inc. is an equal opportunity employer. As required by law, we must record certain information as a part of our affirmative action program.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Name: _____ **Date:** _____

Position Applied for: _____

Gender Male Female

Race or Ethnicity Identity* (select one, see back for definitions)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

Veteran Status (see back for definitions)**

- I am a protected veteran
- I am NOT a protected veteran
- I do not wish to self-identify

How did you hear of our opening?

- employee referral company website job board
- social media advertisement (print/radio/TV) recruiter
- other – please explain: _____

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Voluntary Self-Identification Form - Explanation of Categories

*EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

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 races.

**PROTECTED VETERAN DEFINITION

Protected veteran means a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran or recently separated veteran.

Active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

Disabled veteran means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

Recently separated veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

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