

GSA Development of St. Elizabeths Campus

Preserving the Legacy. Realizing Potential.



APPLICATION FOR TRADE EMPLOYMENT—INSTRUCTIONS

Welcome to the General Service Administration's (GSA's) Opportunities Center, designed to raise awareness of employment, training, and subcontracting opportunities on the development of St. Elizabeths West Campus. In order to be considered for employment on the project, you must complete the [Application for Trade Employment](#).

Instructions:

- Please print...write legibly!
- All sections must be completed. If a section does not apply to you, please enter not applicable (NA) in that section. No section should be left blank.
- All statements on the application and any accompanying documents must be true and correct to the best of your knowledge. Falsification of any information is cause for denial of employment, or if employed, immediate dismissal.
- You will be subject to a thorough investigation of your background, references, employment history and any other matters to determine your suitability for employment.
- You will be required to take a post-offer/pre-employment Fitness for Duty test which includes testing for illegal substances and alcohol.
- You must provide information regarding any felony convictions within the last seven (7) years.
- You must provide an employment history for the past 10 years. Supplemental Employment History sheets are available upon request. Any gap in employment must be explained.
- **An application is not considered valid until it is signed and dated.**

Your application will be placed in our [Employment Database](#); referrals will be made on a first-come, first-served basis to contractors performing work on the development of St. Elizabeths Campus, as requested. Companies hiring at the St. Elizabeths West Campus will be equal opportunity employers. All hiring and employment decisions are made without regard to a person's race, sex, religion, national origin, disability, or veteran status. You will be notified of any irregularities in your application, background or information provided.

If you have any questions, require assistance or additional information, please feel to contact the Opportunities Center as follows:

GSA Opportunities Center

2701 Martin Luther King, Jr. Avenue, SE

St. Elizabeths West Campus, Gate #1

Hours of Operation: Monday-Friday — 8:00 am to 4:00 pm

Email: oppscenter1@gmail.com — Website: www.gsa.gov

202-561-7817



APPLICATION FOR TRADE EMPLOYMENT

PERSONAL INFORMATION

NAME: _____ TODAY'S DATE: _____
Last Middle First

ADDRESS: _____
Street Apt City State Zipcode

TELEPHONE: Home: _____ Mobile: _____ Email: _____

HOW LONG AT PRESENT ADDRESS: _____ Years _____ Months IF LESS THAN ONE YEAR, PLEASE COMPLETE THE FOLLOWING:

PREVIOUS ADDRESS: _____

ARE YOU OVER THE AGE OF 18? ___ YES ___ NO (You will need to provide proof of identity and work eligibility)

IN CASE OF EMERGENCY CONTACT: _____ Telephone: _____

OTHER CREDENTIALS

Do you have a valid driver's license? ___ Yes ___ No If yes, what State: _____ License No: _____

Do you have a valid commercial driver's license? Yes No If yes, what type: _____

Have you had any moving violations in the last three (3) years? Yes No If yes, please explain: _____

Professional credentials, job-related skills, machines you can operate: _____

JOB INTEREST

Please check the position(s) for which you are applying:

___ Laborer ___ Carpenter ___ Mechanic ___ Welder ___ Pile Driver ___ Cement Mason ___ Rodman
___ Truck Driver ___ Operating Engineer Other (Please explain): _____

GENERAL

Have you ever been convicted of a felony within the last seven years, other than one which has been expunged, sealed, pardoned, impounded or statutorily eradicated; or one that is a marijuana conviction more than two years old? Yes No

If yes, please explain: _____

Do you know of any reason that could be difficult for you to obtain a positive background investigation or Government security clearance?

___ Yes ___ No If yes, please explain: _____

Convictions will not necessarily disqualify an applicant from employment.

Note: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a "child in need of services" which did not result in a complaint transferred to the superior court for criminal prosecution.

Are you a citizen of the United States? ___Yes___No

What is your immigration status code (if applicable)? _____

- ◆ Construction work requires strenuous physical, such as: climbing several flights of stairs or ladders uninterrupted, working at height, lifting at least 70 pounds, repetitive lifting, working 40 to 60 hour per week and other activities. Are you able to perform these tasks without accommodation? ___Yes___No
- ◆ Have you ever applied to any of the companies at the West Campus before? ___Yes___No If yes, company: _____
- ◆ Have you ever worked for any of the companies at the West Campus before? ___Yes___No If yes, company: _____
- ◆ Have you ever been terminated from any of the companies at the West Campus before? ___Yes___No If yes, please identify the company and explain: _____
- ◆ From time to time, the Opportunities Center receives requests from local employment service organizations for copies of completed applications. They do this so that they can provide applicants with information on employment and training opportunities. Would you like for this application to be made available to local employment service organizations? Yes No

EMPLOYMENT HISTORY

Start with your present or last job (including military service assignments and volunteer positions) and include the last ten (10) years of employment

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

Explain any gaps in employment of one or more months (*Month/Year*).

From: _____ To: _____ Activities: _____

From: _____ To: _____ Activities: _____

From: _____ To: _____ Activities: _____

From: _____ To: _____ Activities: _____

Have you every been discharged from employment? Yes No If yes, please explain: _____

Have you resigned after official notice because your conduct or work was unsatisfactory? Yes No If yes, please explain: _____

Are there any employers listed that we should not contact? Yes No If yes, name the employer: _____

EDUCATION

Please list the Name and Address of School — Degree/Diploma — Graduation Date (Or Highest Grade Completed)

REFERENCES

Please list the Name, Address and Telephone Number of three (3) references (*Different from employers*):

- (1) _____
- (2) _____
- (3) _____

I certify that the statements made on this application and any accompanying resume or other documents are true and correct to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts on this application, or otherwise during the hiring process, is cause for denial of employment or if employed, immediate dismissal.

I authorize the appropriate authorities associated with employment on the St. Elizabeths West Campus to thoroughly investigate all statements contained in this application, as well as my background, references, employment records, and other matters related to my suitability for employment. I further authorize the appropriate authorities to contact my present or past employer(s); educational institutions; federal, state or municipal agencies; military services; and any other entities or individuals named or otherwise referred to by me, in my application and related documentation, or conversation conducted with authorized hiring personnel, in connection with my application at St. Elizabeths West Campus. I fully indemnify, release and hold harmless all such parties from any liability and responsibility that may arise in connection with obtaining or providing such information. This authorization is valid for the duration of my employment by any of the companies hiring me whether at the St. Elizabeths West Campus or otherwise.

I understand that I will be asked to take a post-offer/pre-employment Fitness for Duty test which includes testing for illegal substances and alcohol. Such a test is voluntary. However, refusal to take the test will mean that I withdraw my application for employment. If I fail the Fitness for Duty test, I will be ineligible for employment.

If employed, I agree to abide by the policies and procedures of companies at the St. Elizabeths West Camps that hire me. I understand that my employment is for no fixed period of time and may be terminated by me or the company at any time, with or without notice. I further understand that the company hiring me is an employment-at-will employer. I understand that no manager or supervisor can make promises or agreements without the written approval of an officer of the company, and that no offer of employment for a specific term is valid unless in writing and signed by an officer of the company.

Applicant Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

Companies hiring at the St. Elizabeths West Campus will be an equal opportunity employer. All hiring and employment decisions are made without regard to a person's race, sex, religion, national origin, disability or veteran status.

VOLUNTARY EEO PROFILE

The companies working on the Department of Homeland Security Headquarters Consolidation construction project are federal contractors and subcontractors. They are required to collect information on their job applicants and hires. Therefore, we request that you VOLUNTARILY complete this form. Your response will have no bearing on whether you are hired.

Name: _____ Date: _____

Gender: Male Female

Race: Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

White or Caucasian

Two or More Races (Explain: _____)

Ethnicity: Hispanic Not Hispanic

FOR OFFICIAL USE

Hired: Yes No If not hired, state reason: _____

If hired: New Hire Rehire Hire Date: _____ SSN: _____

Occupation Code: _____ Job Name: _____ Job Number: _____

Superintendent Signature: _____ Date: _____

Interviewer: _____ Date: _____

EMPLOYMENT HISTORY (Supplemental Page)

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____

JOB TITLE : _____ From: _____ To: _____

SALARY: (Starting) _____ Per _____ (Ending) _____ Per _____

Employer: _____ Supervisor: _____

Address: _____ Telephone No: _____

Reason for Leaving: _____

Description of Work Performed: _____
