



Employment Application

1. Applicant Information

Full Name: _____

Phone Number: _____

Email Address: _____

Current City/State you reside in: _____

Are you legally authorized to work in the United States? Yes / No

Are you 18 years of age or older? Yes / No

Do you have a valid driver's license? Yes / No

Do you have reliable transportation to and from work? Yes / No

Have you ever been convicted of a felony? Yes / No *(If yes, explain — a conviction does not automatically disqualify you)*

2. Position & Availability

Position Applying For: Laborer Site Foreman Superintendent Project Manager
 Office Assistant Other: _____

Employment Type: Full-Time Part-Time Contract / Temporary

Desired Pay / Salary: _____

Available Start Date: _____

Are you available to work overtime or weekends if needed? Yes / No

3. Professional Summary

Briefly describe your work experience, background, and what makes you a strong candidate for this position:

Why are you interested in working for Legacy Construction & Development LLC specifically?

What are your top 3 professional strengths?

Describe an area you are actively working to improve:

4. Work Experience

List most recent employer first. Attach additional sheet if needed.

Most Recent Employer

Company Name: _____

Supervisor Name: _____ **Supervisor Phone:** _____

Position / Title: _____

Dates Employed: From _____ To _____

Starting Pay: _____ **Ending Pay:** _____

Key Responsibilities:

Reason for Leaving: _____

May we contact this employer? Yes / No

Previous Employer

Company Name: _____

Supervisor Name: _____

Supervisor Phone: _____

Position / Title: _____

Dates Employed: From _____ To _____

Starting Pay: _____ **Ending Pay:** _____

Key Responsibilities:

Reason for Leaving: _____

May we contact this employer? Yes / No

May we contact this employer? Yes / No

5. Skills & Qualifications

Years of experience in your field: _____

List any relevant certifications, licenses, or training:

List any equipment, tools, or machinery you are certified or experienced to operate:

6. Education

Level	School Name	Location	Graduate?	Degree / Diploma / Major
High School	_____	_____	Yes / No	_____
College / University	_____	_____	Yes / No	_____
Trade / Vocational	_____	_____	Yes / No	_____
Other	_____	_____	Yes / No	_____

7. Office-Specific Questions

(Complete this section if applying for Office Assistant or any administrative/office role)

What office software are you most comfortable with? (e.g., Microsoft Office, Google Workspace)

Describe your experience with data entry, filing, or records management:

Have you worked with accounting or bookkeeping software (e.g., QuickBooks)? Yes / No
If yes, describe your experience:

Are you comfortable answering multi-line phones and handling customer/vendor inquiries? Yes / No

Describe your experience managing schedules, calendars, or coordinating meetings:

Have you worked in a construction or contracting office environment before? Yes / No
If yes, describe:

Are you comfortable with document formatting and professional correspondence?

Yes / No

Describe your experience with invoicing, purchase orders, or project documentation:

How do you prioritize tasks when managing multiple deadlines at once?

Rate your proficiency with computers / technology: None Basic Intermediate

Advanced

Software / Programs you are proficient in (e.g., Excel, QuickBooks, Procore, Connect Teams, etc.):

8. Company Culture & Fit

How do you contribute to a positive team environment?

What does professionalism look like to you on the job site or in the office?

How do you handle working under pressure or tight deadlines?

What does showing up for your team mean to you?

9. References

Please provide three professional references (not family members).

Name	Relationship	Company	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

10. Applicant Certification & Signature

I certify that all information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or omission of information is grounds for rejection of this application or, if hired, immediate termination of employment. I authorize Legacy Construction & Development LLC to verify all information provided, including contacting former employers, references, and conducting background checks as permitted by law.

Signature: _____ **Date:** _____

Legacy Construction & Development LLC is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status.