



**WILLIS CONSTRUCTION CO. INC.**  
**PRE-CAST CONCRETE PRODUCTS**

Employee Owned Since 1999

# APPLICATION FOR EMPLOYMENT



AT&T Park in San Francisco, CA  
Exterior façade panels brick on precast made in our San Juan Bautista plant.



**WILLIS CONSTRUCTION CO., INC.**  
**PRE-CAST CONCRETE PRODUCTS**

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## WHO WE ARE

We are:  
Craftsmen  
Engineers  
Laborers  
Carpenters  
Draftsmen  
Welders  
Operators  
Mechanics

## WHAT WE DO

We make:  
Precast Concrete  
Glass Fiber Reinforced Concrete  
Thinshell Concrete  
Stone-Clad Concrete  
Brick-Clad Concrete

We make these products in our San Juan Bautista and Hollister casting plants. We combine raw materials of cement, aggregates, and steel to create Architectural Concrete panels. The completed panels are then delivered to jobsites all over California.

## WHO WE WORK FOR

We work for ourselves  
We work for our co-workers  
We are employee-owned

As employee-owners, each of us has a stake in the success of the company. When we work smart and safely, we all make more money. When we produce a quality product, we get repeat customers and have more work in the future.



## INSTRUCTIONS FOR APPLICANTS

1. Fill out the application on the following pages. Print legibly or type. Sign the last page of the application.
2. Include any relevant certificates (such as welding certifications or vocational degrees on 8.5"x11" size).
3. All applicants must be authorized to work in the United States. You must be able to provide a valid identification and a valid social security card before you can begin work.
4. The office will contact you if are selected to come in for an interview with the superintendent.
5. If you are not hired right away, there is still an opportunity to work for Willis Construction as new projects come on-line. We will retain your contact information so that we can offer you work in the future when it becomes available. If you have already found other work, or are no longer interested in working at Willis Construction, let us know and we will remove your contact info from our hire list.
6. Scan your application and attachments, if any, to a single PDF file and email it to: [aurora@pre-cast.org](mailto:aurora@pre-cast.org)
7. You can also mail or hand-deliver the application to our main office: 2261 San Juan Highway, San Juan Bautista, CA 95045. The office is on the 2<sup>nd</sup> floor- ask for Aurora. The office phone number is 831-623-2900 if you have questions.
8. Good Luck. We look forward to growing our family of employee-owners here at Willis Construction!



*Employee Owned Since 1999*

*An Equal Opportunity Employer*

## EMPLOYMENT APPLICATION

PLEASE PRINT

DATE: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Telephone No. ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address:**

\_\_\_\_\_   
No. Street City State Zip

Employment applying for (Check all that apply):

Manufacturing Laborer \_\_\_\_\_ Manufacturing Foreman \_\_\_\_\_ Welder \_\_\_\_\_

Mechanic \_\_\_\_\_ Other \_\_\_\_\_

Are you available for full-time work (40 hours/week)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available for part-time work (20 hours/week)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available for seasonal full-time work (3 to 6 months per year)? Yes \_\_\_\_\_ No \_\_\_\_\_

The typical shift is from Monday to Friday 7:00 AM to 3:30 PM, however some crews begin as early as 5:00 AM and some crews begin as late as 8:00 AM.

Are you available to work during these times? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work on Saturdays? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work overtime, if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, on what date could you start work? Immediately \_\_\_\_\_ or Date \_\_\_\_\_

### EDUCATION, TRAINING AND EXPERIENCE

<u>Name and City/State</u>	<u>No. of Years Completed</u>
High School _____	Diploma: Yes _____ No _____
College/ University _____	Degree: _____
Vocational/ Business _____	Certification: _____
Health Care _____	Certification: _____

Do you speak, write, or understand any foreign languages? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, which languages? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Willis Construction Company Inc.? If so, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you are applying for a welding position, please list all types of welding performed and list the types of welds for which you are currently certified:

- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_
- Weld type: \_\_\_\_\_ currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a copy of your certifications to this application.

Other Certifications: \_\_\_\_\_

If you are applying for a foreman position, please list any experience in managing people (work as a foreman, shift leader, team leader, etc):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL INFORMATION**

Have you ever applied to or worked for Willis Construction before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Willis Construction? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name and relationship: \_\_\_\_\_

Willis Construction operates 2 manufacturing plants in San Benito County. The main plant is located at 2261 San Juan Highway, San Juan Bautista near the corner of Hwy 129 and Hwy 101. The second plant is located in West Hollister at 2310 San Juan Hollister Road, Hollister, CA. Are you able to provide your own transportation to and from work at either plant? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid California Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you are under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no; describe the functions that cannot be performed:

\_\_\_\_\_  
\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state nature of the crime(s), when and where convicted and disposition of the case: \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, may we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (the last 10 years is sufficient):

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Date of employment:      Started \_\_\_\_\_      Ended: \_\_\_\_\_

Position/Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Date of employment:      Started \_\_\_\_\_      Ended: \_\_\_\_\_

Position/Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Date of employment:      Started \_\_\_\_\_      Ended: \_\_\_\_\_

Position/Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Date of employment:      Started \_\_\_\_\_      Ended: \_\_\_\_\_

Position/Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

List any experience you may have working as a volunteer (such as service organizations, charity groups, etc):

\_\_\_\_\_  
\_\_\_\_\_



**PLEASE READ AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ Initials

I hereby authorize Willis Construction Company, Inc., to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ Initials

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is AT- WILL for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ Initials

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Revised (7/22/16)