Notice to All Applicants

Thank you for your interest in working with RIPA & Associates. We are always accepting applications for all field job positions. Some positions, including the one you may be applying for today, may not be open on the date that you are applying. Please note we keep your application "active" for 30 days after the date you applied.

- If a position for which you applied and are qualified opens up during that 30-day period, we will contact you.
- If after 30 days you have not heard from us and you are still interested in employment at RIPA & Associates, you will need to complete a new application. You can come back into our office to do so or you may access our online application at www.ripatampa.com.

Note to Heavy Equipment Operator Applicants

Most Heavy Equipment Operator positions require both previous experience **and** a field performance test with one of our Foremen or Superintendents, regardless of how much experience you may have.

If your application and/or a brief interview indicate **to us** that you may be a qualified operator candidate, we will arrange a non-medical performance test for you immediately. Be prepared to go out to one of our job sites for a review of your operator abilities.

Note to All Non-Operator Field Applicants

Not all positions require previous experience in site/utilities construction. Many types of previous work experience will allow you to be considered for some of our positions.

In order to select the most qualified applicants for positions at RIPA & Associates, we check your work history with your past employer(s). You must complete the application as fully as possible. Missing or incorrect information, such as past employers' phone numbers and complete job locations including city and state, not answering all the questions, etc., may disqualify your application from consideration.

Job Requirements for All Field Positions

At RIPA & Associates ALL FIELD POSITIONS require the employee **to be able and to be willing** to perform ground and labor work, with or without reasonable accommodation, even if the position for which you are applying and/or are hired for is not specifically "laborer." At RIPA—as with all construction related businesses—NO MATTER WHAT FIELD POSITION YOU ARE APPLYING FOR, and/or are hired for, you must be able to perform physical work tasks on a daily basis, with or without reasonable accommodation, as all field positions include a varying amount of labor work.

The following information is intended as an overview of general work conditions and the BASIC nature of the essential job functions you will or may need to be able to perform as a RIPA Field Employee, with or without reasonable accommodation, no matter what field position you may fill at any time within the Company. It is not an all-inclusive list or a totally complete description of every position or essential job function you may be required to perform in every field position.

Work environment: Site development and utilities installation is physically demanding work. As a RIPA Field Employee you will or may be required to do any or all of the following either occasionally or repeatedly throughout any given work-day:

- Lift and carry objects, including heavy objects of varying weights and sizes of up to 80 lbs;
- Stoop, kneel, crouch;
- Crawl in awkward positions
- Sit, stand and/or walk for extended periods of time throughout any given work day;
- Work outdoors in all weather conditions;
- To avoid injury, you will be required to wear safety clothing such as long pants, shirts with sleeves, sturdy and in-good-condition work shoes or boots (never athletic "sneakers' or athletic shoes), gloves, hardhats, protective suits, and devices to protect eyes and hearing depending upon the position you may be employed in, the task(s) you may perform, or the tools or equipment you may utilize;
- You will always be required to follow all of RIPA & Associates Safety Practices, Procedures and Policies;
- Under normal business circumstances, you will be required to work up to, and occasionally more than 10 hours per day at least 4 days per week;
- Saturday work-days are often required and are NOT optional when required;
- You may occasionally be asked OR required to work on Sundays; and
- Overnight work may occasionally be required.

Other qualifications: Field Employees need manual dexterity, eye-hand coordination, good physical fitness, a good sense of balance, and an ability to work as a member of a team. You must be WILLING and ABLE to take reasonable direction from your Foreman or the Designated Acting Foreman, your Superintendent or any RIPA employee who is a Person of Authority in the Company.

By signing this form, you are acknowledging that you understand the basic primary conditions and nature of Generally Accepted Construction/Labor work at RIPA & Associates. You agree that you are physically ABLE AND WILLING to perform such work on a daily basis, with or without reasonable accommodation. You are also acknowledging that you are WILLING AND ABLE TO ATTEND work daily as scheduled, unless otherwise excused by the RIPA Foreman or the Designated Acting Foreman, or the Superintendent or any RIPA employee who is a Person of Authority in the Company, should you be employed by RIPA & Associates.

Print Name_____ **Signature**_____ **Date**_____

FOR OFFICIAL USE ONLY		
_____	___/___/___	
Agency Authorized Signature	Date	

RIPA & ASSOCIATES
CIVIL/UTILITY CONSTRUCTORS
1409 Tech Boulevard, Suite 1
Tampa, FL 33619

APPLICATION FOR EMPLOYMENT

RIPA & Associates is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, marital status, national origin, disability, veteran status, or any other classification protected by federal, state, or local law. Further, RIPA & Associates provides reasonable accommodations as required by law. This application for employment will remain active for thirty (30) days only. Any applicant wishing to be considered for employment beyond thirty (30) days must reapply.

RIPA & Associates is a Drug Free workplace and it is a condition of employment with the Company to refrain from possessing, selling, soliciting, transferring, producing, distributing, dispensing, and/or using illicit drugs and the Company has implemented a drug-testing program to enforce this policy.

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION

- Complete this application in its entirety.
- Type or print in ink.
- In accordance with s.119.071(5)(a)2, F.S., your Social Security Number may be collected for the purpose of assisting with pre-employment eligibility screening and to process your application.
- Specify the position for which you are applying.
- Sign your name in the Certification Section. All information you submit is subject to verification.

Position applied for:_____ Date of application:_____

_____

_____

Date available: _____

Hourly Wage or Salary Desired:$_____

Referral Source: ☐ Walk-in ☐ Employee Referral (if so, name of employee_____
☐ Advertisement _____
☐ RIPA website
☐ Other (please specify): _____

If hired, would you be able to present evidence of your United States Citizenship, or proof of your legal right to work in the United States? ☐ Yes ☐ No

(In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.)

PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
( )	( )	( )
Home Phone Number	Cell Phone Number	Other Phone Number

What other names or aliases have you used or been known by: _____

Primary Email Address:_____ Secondary Email Address:_____

Driver's License #_____ State_____

Endorsement: ☐ Yes ☐ No If yes, what class:_____

General Information

Are you presently employed?	□ **Yes** □ **No**	If yes, may we contact your present employer? □ **Yes** □ **No**
Have you ever been employed by this Company?	□ **Yes** □ **No**	If yes, please provide dates and position held:_____ Reason for leaving:_____
Do you have any relatives or friends employed by this Company?	□ **Yes** □ **No**	Names of relatives or friends employed by this Company:___ _____ _____
Have you ever been involuntarily terminated or asked to resign from any position of employment?	□ **Yes** □ **No**	If yes, please provide name of employer, dates of employment and describe circumstances:_____ _____
Have you plead guilty or no contest, or been found guilty of a felony or misdemeanor in any court, domestic or foreign?	□ **Yes** □ **No**	If yes, please explain:_____ _____ _____ (Note: If "Yes," this information will not necessarily result in the denial of employment. However, your misrepresentation or failure to list your criminal history records will disqualify you from further consideration for employment and, if employed, will result in termination of your employment. The circumstances, nature and seriousness of the crime and date of conviction will be considered with other relevant facts as part of an individualized assessment for each applicant.)

Education

Please indicate education or training which you believe qualifies you for the position you are seeking (transcripts may be required)

Circle the highest grade completed:

10 **11** **12** **13** **14** **15** **16+**

Do you have a high school diploma? □ **Yes** □ **No**

If yes, name/location of school:_____

Received: □ Diploma □ Other (specify)_____
□ None _____

Did you earn a degree from college? □ **Yes** □ **No**

If yes, name of college(s)_____

Degree(s):_____

OSHA Training: □ **Yes** □ **No**

List OSHA Training you have had in the last 4 years or attached a copy of your OSHA card or certificate.

_____
_____
_____
_____
_____
_____

Do you have a current CPR Card: □ **Yes** □ **No**

If yes, issued by:_____

Expiration Date:_____

EMPLOYMENT HISTORY

Starting with your most recent/current employer, including military service and self-employment, please provide the following information:
(use additional sheet of paper if more space is necessary)

Company:_____

Address:_____
_____

Supervisor's Name & Title:_____
_____

Telephone #:_____

Reason for Leaving (*Please select one*):
- ☐ Laid Off
- ☐ Terminated (*explain*)_____
- ☐ Quit (*reason*)_____
- ☐ Other (*explain*)_____

Job Title:_____

Dates Employed:_____
(Month/Year)

Starting Salary:_____Ending Salary:_____

Summarize type of work performed and job responsibilities:
_____
_____
_____
_____

Company:_____

Address:_____
_____

Supervisor's Name & Title:_____
_____

Telephone #:_____

Reason for Leaving (*Please select one*):
- ☐ Laid Off
- ☐ Terminated (*explain*)_____
- ☐ Quit (*reason*)_____
- ☐ Other (*explain*)_____

Job Title:_____

Dates Employed:_____
(Month/Year)

Starting Salary:_____Ending Salary:_____

Summarize type of work performed and job responsibilities:
_____
_____
_____
_____

Company:_____

Address:_____
_____

Supervisor's Name & Title:_____
_____

Telephone #:_____

Reason for Leaving (*Please select one*):
- ☐ Laid Off
- ☐ Terminated (*explain*)_____
- ☐ Quit (*reason*)_____
- ☐ Other (*explain*)_____

Job Title:_____

Dates Employed:_____
(Month/Year)

Starting Salary:_____Ending Salary:_____

Summarize type of work performed and job responsibilities:
_____
_____
_____
_____

Applicant Position Questionnaire

Complete all sections as applicable to your experience

Crew Type	Related Experience # Years and/or # Months	
☐ Concrete	_____	_____
☐ Earthworks/Dirt	_____	_____
☐ Fine Grade	_____	_____
☐ Road Base	_____	_____
☐ Service/Punchout	_____	_____
☐ Stabilization	_____	_____
☐ Utility/Pipe	_____	_____
☐ Any	_____	_____

Position Type	Related Experience # Years and/or # Months	
☐ Concrete Finisher	_____	_____
☐ Driver	_____	_____
☐ Foreman	_____	_____
☐ Hillman	_____	_____
☐ Laborer	_____	_____
☐ Pipe Layer	_____	_____
☐ Superintendent	_____	_____
☐ Tailman	_____	_____
☐ Other		

From your highest skill level to your lowest, list the equipment you have experience operating:

Equipment	Related Experience # Years and/or # Months	
☐ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____

Additional Information

State any additional information you feel may be helpful to the Company in considering your application. This could include any professional certification, specialized training or courses you have completed that will aid in evaluating your qualifications for the position you are seeking.

_____

_____

_____

_____

_____

_____

_____

_____

_____

REFERENCES

List name and telephone number of at least three business/work references who are *not* related to you and are familiar with your work.

Name	Position or Title	Relationship	Telephone #	Years Known
			( )	
			( )	
			( )	
			( )	
			( )	

FOR RIPA USE ONLY

_____

_____

_____

_____

_____

APPLICANT'S CERTIFICATION AND AGREEMENT

APPLICANT PLEASE READ BEFORE SIGNING

I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME AND THAT ALL ANSWERS ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

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 Ripa & Associates to verify their accuracy and to obtain reference information on my work performance. I hereby release RIPA & Associates from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand, if hired, I will be placed in a probationary status. I further understand that if I am terminated for unsatisfactory work performance within this probationary period, the employer may seek to deny any unemployment benefits I might attempt to obtain as a result of my termination. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal. I further understand that my employment is "at-will" and either I or the Company may terminate this relationship any time, for any unlawful reason, with or without cause or notice.

I understand that if offered a position, I may be required to submit to a pre-employment medical examination and drug screening as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these tests will result in withdrawal of any employment offer or termination of employment if already employed. I understand that a background check will be performed and agree to sign the required consent and authorization forms. This offer of employment is contingent and conditioned upon the satisfactory results of our drug screen and a positive background check. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to RIPA & Associates, Inc. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing 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 RIPA & Associates, Inc. However, I further understand that neither the policies, rules, regulations of employment, nor 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 RIPA & Associates may terminate my employment at any time with or without notice or cause.

_____ _____

Applicant's Signature Date

RIPA & ASSOCIATES

Request for Job Applicant Information

RIPA & Associates is an Equal Opportunity Employer. As required by law, we must record certain information to be made part of our Affirmative Action Program.

It is the policy of RIPA & Associates to employ, compensate, promote and provider other terms and conditions of employment, without regard to race, color, religion, national origin, gender, pregnancy status, marital status, sexual orientation, age, veteran status, disability/handicap, genetic information and testing, or other characteristics protected by law. As employers, and government contractors, we comply with government regulations and affirmative action obligations. This information will NOT be kept with your application and will be used only in accordance with state and federal regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Your application for employment will be considered in the same manner whether or not you fill out this form.

I. General Applicant Information

PRINT NAME:	**DATE:**
JOB TITLE(S) APPLIED FOR _____ _____	

II. Gender

□ **Male** □ **Female**

III. Race or Ethnic Identity (*Please check one)*

□ Hispanic or Latino
□ White (*Not Hispanic or Latino*)
□ Black or African American
□ Native Hawaiian or Pacific Islander
□ Asian
□ American Indian or Alaskan Native
□ Two or More Races
□ I Do Not Wish to Self-Identify

IV. Veteran Status *(Please check one if applicable)*

□ Disabled Veteran □ Recently Separated Veteran □ Armed Forces Service Medal Veteran

□ Other Protected Veteran

V. Please tell us how you heard about our opening(s):

□ Walk-in
□ Referral – please write name of the person who referred you_____
□ Advertisement – *Publication Name*_____
□ Employment Agency – *Agency Name*_____
□ Outreach Group or Organization – *Group or Organization Name*_____

If you have any questions about the government requirements or this request, please contact our office of Human Resources at 813-623-6777. Thank you.