EMPLOYMENT APPLICATION

Allen Land Management & Const LLC
P.O. Box 21, Clinton, TN 37717
Office: 865-264-9383 ext. 3 | Dispatch: ext. 1
office-accounting@allenland.com

1. Applicant & availability

Allen is an equal opportunity employer. Contact the office if you need assistance or an accommodation during the application process.

APPLICANT INFORMATION

Full legal name

Street / mailing address

City / state / ZIP

Application date

Phone

Email

Position(s) applied for

Earliest start date

Desired pay / hourly rate

How did you hear about us?

WORK SCHEDULE & ELIGIBILITY

Available days / hours

Overtime / weekends / travel availability

Reliable travel to assigned sites / shop? (Yes / No)

Authorized to work in the U.S.? (Yes / No)

Identity and work authorization documents are verified after hire through the required process. Do not provide a Social Security number, date of birth, medical information or emergency-contact details on this application.

DRIVING QUALIFICATIONS - complete if the role involves driving

Valid license? (Yes / No)

State / license class

Expiration date

CDL class / endorsements / restrictions (if applicable)

Years of commercial / dump-truck driving experience

Types of trucks / trailers operated

Driver applicants must also complete a separate driver-qualification application and required DOT/FMCSA screening when applicable. This general application does not replace the driver qualification file.

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2. Skills, equipment & training

Check the work you have performed. List your experience honestly; training and task-specific authorization may still be required.

AREAS OF EXPERIENCE

- [ ] Excavation / grading
- [ ] Dump trucking / hauling
- [ ] Skid steer operation
- [ ] Excavator operation
- [ ] Dozer / compactor
- [ ] Utilities / trench work
- [ ] Concrete / footers
- [ ] Block / retaining walls
- [ ] Carpentry / framing
- [ ] Roofing / demolition
- [ ] Erosion control / seeding
- [ ] Shop / equipment service
- [ ] Crew lead / supervision
- [ ] Estimating / project work
- [ ] Dispatch / logistics
- [ ] Office / bookkeeping

Other relevant skills

EQUIPMENT EXPERIENCE

For each machine: list type, make/model, years or hours of experience, and tasks performed.

Equipment 1: type / model / experience / tasks

Equipment 2: type / model / experience / tasks

TRAINING & PRACTICAL QUALIFICATIONS

OSHA, first aid / CPR, flagger, rigging or other training - course and date

Grade checking / laser / plan reading experience

Pre-trip inspections / preventive maintenance / load securement experience

Phone / app skills (time entries, field reports, photos, tickets)

3. Employment history

List your most recent employers first. Attach an additional page if needed. Include relevant self-employment, military or volunteer experience.

EMPLOYER 1

Employer / company name

Phone

Address / city / state

Job title

Dates employed (month/year to month/year)

Main duties / equipment used

Supervisor name / title

May we contact? (Yes / No)

Reason for leaving

EMPLOYER 2

Employer / company name

Phone

Address / city / state

Job title

Dates employed (month/year to month/year)

Main duties / equipment used

Supervisor name / title

May we contact? (Yes / No)

Reason for leaving

4. References & applicant certification

Provide two work-related references who can discuss your experience, reliability and safety practices. Do not list relatives.

REFERENCE 1

Name / title

Company / relationship

Phone

Email

REFERENCE 2

Name / title

Company / relationship

Phone

Email

SAFETY & PRE-EMPLOYMENT PROCESS

Employees must follow company safety policies, use required PPE, report incidents and hazards promptly, and operate vehicles or equipment only when qualified and authorized. Hiring may be conditioned on job-related skills verification, reference checks, and legally permitted background, driving-record, or drug/alcohol screening appropriate to the position. Any required medical inquiry or examination will occur only at the lawful stage of the hiring process.

Any third-party background report will be handled through a separate disclosure and authorization process, with required notices. Signing this application does not authorize a consumer report or medical examination.

CERTIFICATION & ACKNOWLEDGMENT

I certify that the information I supplied is accurate and complete to the best of my knowledge. Material misrepresentations or omissions may result in disqualification or termination, consistent with applicable law. I authorize Allen Land Management & Const LLC to verify my work history, qualifications and references, subject to the contact restrictions I indicated above and applicable law.

I understand that this application is not an offer of employment or a contract for a particular duration. If hired, employment is at will, meaning either I or the company may end the relationship at any time, with or without notice or cause, subject to applicable law. No oral statement changes this status; any change must be in a written agreement signed by the owner and me.

Applicant signature

Date

5. Drug & alcohol testing acknowledgment

Read and sign separately. Allen will provide its written drug and alcohol policy and any required testing consent forms before testing.

DRUG-FREE & ALCOHOL-FREE WORKPLACE

Allen Land Management & Const LLC maintains a drug- and alcohol-testing policy. As a condition of employment and continued employment, employees must comply with the policy and cooperate with lawful testing requirements. Employees may not report to work or perform work while impaired by alcohol, illegal drugs, or any substance that makes them unable to work safely.

WHERE THE POLICY APPLIES

The policy applies while on duty, performing company business, working at customer or company job sites, on company premises or property, and while operating, riding in, using or having custody of company trucks, vehicles, trailers, machinery, tools or other equipment. Being on company property or using company equipment does not waive legal protections or independently authorize an otherwise unlawful test.

TESTING & EMPLOYEE COOPERATION

To the extent permitted or required by law and the written company policy, Allen may require pre-employment testing after a conditional offer, reasonable-suspicion testing, qualifying post-incident testing, lawful random testing, and return-to-duty or follow-up testing. DOT-regulated positions are subject to applicable DOT/FMCSA testing requirements and procedures. Testing will not be used to discourage injury reporting or interfere with necessary emergency treatment.

Refusing a lawful required test, adulterating or substituting a specimen, interfering with testing, or a verified positive result or other policy violation may lead to withdrawal of a conditional offer or disciplinary action, up to termination, subject to applicable law, required review procedures and the written policy. Results and related information will be handled confidentially and disclosed only as permitted by law.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

I understand the company conducts employment-related drug and alcohol testing and that complying with its lawful testing requirements is a condition of employment. If hired, I agree to comply with the written policy and submit to testing lawfully required under that policy. I will complete any separate consent, disclosure, or DOT authorization required before a test. This acknowledgment is not a blanket waiver of my legal rights and does not replace the written company policy.

Applicant / employee signature

Date

Printed name

6. Equipment & technology agreement

Read and sign separately. Applies to ALM machinery, trucks, tools, phones, computers, tablets and company systems.

AUTHORIZED & SAFE USE

Use ALM equipment, vehicles, tools and technology only for assigned work or other use approved by management. Operate machinery or vehicles only when trained, qualified, licensed where required, and specifically authorized. Follow company rules, manufacturer instructions, load limits, PPE requirements and applicable safety laws. Complete required inspections; report defects, damage, incidents and lost equipment promptly. Stop unsafe use and notify a supervisor. Do not bypass guards, safety devices, access controls or required inspections.

PROPER TECHNOLOGY USE

Use company accounts and devices responsibly and protect company, employee and customer information. Do not share accounts, allow unauthorized users, install unapproved software, download illegal material, or use company resources for harassment, unlawful activity or unauthorized outside business. Do not use a phone or tablet in a distracting manner while driving or operating equipment; stop in a safe location before interacting with it. Do not disable security, logging or device-management tools.

COMPANY INSPECTION & REVIEW

ALM-issued equipment and company-controlled accounts remain available for company access. Authorized management or designated support personnel may require immediate presentation or return and inspect, access, review, monitor or preserve ALM devices, company accounts and their data at any time, with or without advance notice, as permitted by law. This includes messages, email, photos, files, application use, internet activity and access logs on company resources, including permitted personal use. Employees should not expect privacy in those resources except as protected by law.

SECURITY, RETURN & PERSONAL ACCOUNTS

Keep equipment secure and cooperate with lawful access requests using approved secure procedures. Do not conceal, erase or transfer company records without authorization. Return all company equipment and records upon request or at separation. This agreement does not authorize unrestricted searches of personal devices or require passwords to personal internet accounts; applicable law and any separate required authorization govern those requests.

ACKNOWLEDGMENT

If hired, I agree to use company equipment and technology properly, follow safety and security rules, and cooperate with lawful company inspections. Unauthorized or unsafe use may result in loss of operating privileges or discipline up to termination, subject to applicable law. This agreement does not authorize automatic wage deductions for loss or damage, change at-will employment, or waive rights protected by law.

Applicant / employee signature

Date



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7. Paid holidays and work schedule

Allen Land Management & Const LLC
Policy effective November 6, 2026

The company provides the following seven paid holidays as nonworking days:

Paid holiday	Date
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Actual dates only. Holidays are observed on their actual calendar dates. A holiday falling on Saturday or Sunday does not create an additional paid day off or an observed holiday on the preceding Friday or following Monday.

Company work schedules should identify these dates as paid holidays with no regular crew work scheduled.

Applicant acknowledgment

I acknowledge receipt of the company paid-holiday and actual-date-only scheduling policy.

Applicant signature: _____ Date: _____