



Manning & Sons Trucking & Utilities, LLC

131 Woodwind Circle, Summerville, SC 29485 | (843) 860-3341 | www.manningandsonstrucking.com

GENERAL LABOR & OPERATOR EMPLOYMENT APPLICATION

For laborers, operators, utility support, yard/shop help, office/admin, project support, drone support, and other non-CDL roles.

Editable Employment Application Packet

Use this packet for: General non-CDL employees and operators. Do not use this packet for CDL truck drivers or DOT-regulated driver positions.

Applicant Information

Full Name	
Date	
Phone	
Email	
Current Address	
City / State / ZIP	
Date Available	
Position Applied For	
Desired Pay	
Referral Source	

Work Eligibility & Background

- ☐ Are you legally authorized to work in the United States? ☐ Yes ☐ No
- ☐ Have you ever worked for Manning & Sons before? ☐ Yes ☐ No If yes, when? _____
- ☐ Are you able to perform the essential functions of the position with or without reasonable accommodation? ☐ Yes ☐ No
- ☐ Are you willing to follow all company safety policies, jobsite rules, and supervisor instructions? ☐ Yes ☐ No
- ☐ Can you pass a background check if required for the position? ☐ Yes ☐ No
- ☐ Can you pass a drug/alcohol screening if required by company policy or jobsite requirement? ☐ Yes ☐ No

Position / Skill Area

- ☐ General Labor
- ☐ Equipment Operator
- ☐ Utility Support
- ☐ Yard / Shop Help
- ☐ Office / Administrative
- ☐ Project Support
- ☐ Drone / Aerial Support
- ☐ Other: _____

Experience & Certifications

Construction Experience	
Utility Experience	
Equipment Operated	
Years of Experience	
Valid Driver License?	☐ Yes ☐ No State: _____ License #: _____
Certifications	☐ OSHA ☐ First Aid/CPR ☐ TWIC ☐ Equipment ☐ Other: _____

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Relevant Skills	



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Education

High School	
Graduated?	☐ Yes ☐ No
College / Trade School	
Degree / Certificate	
Other Training	

References

Reference 1

Full Name	
Relationship	
Company	
Phone	
Email	

Reference 2

Full Name	
Relationship	
Company	
Phone	
Email	

Previous Employment

Employer 1

Company	
Phone	
Address	
Supervisor	
Job Title	
Start Date	
End Date	
Pay Rate	
Responsibilities	
Reason for Leaving	
May we contact?	☐ Yes ☐ No

Employer 2

Company	
Phone	
Address	
Supervisor	
Job Title	
Start Date	
End Date	
Pay Rate	
Responsibilities	
Reason for Leaving	
May we contact?	☐ Yes ☐ No

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Employer 3

Company	
Phone	
Address	
Supervisor	
Job Title	
Start Date	
End Date	
Pay Rate	
Responsibilities	
Reason for Leaving	
May we contact?	☐ Yes ☐ No



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General Employee Policy Acknowledgments

Attendance, Punctuality & No Call / No Show

Regular attendance is an expectation of performance for all Manning and Sons Trucking employees. To ensure adequate staffing, positive employee morale, and meeting expected productivity standards throughout the organization, employees will be held accountable for adhering to their work schedule.

Absent: An employee is deemed absent when he or she is unavailable for work as assigned or scheduled, and such time off was not scheduled or approved in advance.

Tardy: An employee is deemed tardy when he or she fails to report for work at the assigned or scheduled work time, leaves work prior to the end of the assigned or scheduled work time, takes an extended meal or break period without approval, or arrives at work past his or her scheduled start time.

Departmental Notification Procedure: Employees are expected to follow departmental notification procedures if they are late for work, will not be at work, or are requesting a planned time away from work.

When you are aware that you will be unable to cover your shift, Manning and Sons Trucking's procedure is to **CALL** and **SPEAK WITH YOUR SUPERVISOR IMMEDIATELY**.

Text messages will not be tolerated or permitted for requesting time off, calling off, tardiness, etc.

Occurrence: The Manning and Sons Trucking Work Week Schedule runs from Sunday to Saturday. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

Two or more consecutive or non-consecutive days in a week will require a doctor's excuse. **NO EXCEPTIONS**

At any time, at the discretion of the company, Manning and Sons Trucking & Utilities, LLC, reserves the right to modify this policy in whole or in part.

Salary Employee: Please be aware that going forward, after 5 personal days per year have been used, any additional days taken off will be deducted from your pay.

The deduction will be based on your hourly rate multiplied by the number of missed workdays for that week.

Example: If you work 3 days out of a 5-day work week, you will be deducted for the remaining 2 missed days.

Employee Initials: _____

Holiday Pay

- The company observes New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.
- Holiday pay applies to eligible full-time employees after more than 120 days of full-time employment and only when the employee works the full scheduled shift before and after the holiday.
- Holiday pay is not paid to employees with less than 120 days on payroll, temporary/seasonal/part-time employees, employees on leave or layoff, employees refusing required holiday work, or salaried employees.

Employee Initials: _____

Dress Code & Professional Conduct

Employees must maintain a professional appearance and wear appropriate work attire for their assigned job duties, including required safety footwear and personal protective equipment.

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No short pants, Crocs, or open-toed shoes are permitted while working, operating company equipment, or reporting to jobsites.

Employees must treat coworkers, supervisors, customers, vendors, and jobsite personnel respectfully.

Employees must follow company policies and perform their duties in a safe and responsible manner.

Employee Initials: _____

Accident & Incident Reporting

- All accidents, injuries, near misses, property damage, equipment damage, jobsite incidents, and unsafe conditions must be reported to management immediately.
- Employees may be required to complete an incident report and cooperate with company or jobsite investigations.

Employee Initials: _____



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Drug and/or Alcohol Testing Consent

- Employees agree to submit to drug and/or alcohol testing when required by company policy, jobsite requirement, post-incident procedure, or applicable law.
- Refusal to submit to testing or failure to cooperate with testing procedures may result in discipline up to and including termination.
- Test information will be handled confidentially and shared only as needed for employment decisions, safety, compliance, or legally required purposes.

Employee Initials: _____

Weapons Policy

Employees may not bring firearms, weapons, explosives, or dangerous items onto company property, inside company vehicles, or onto jobsites unless specifically authorized by written company policy and permitted by law.

Any violation should be reported immediately to management and may result in discipline up to and including termination.

Employee Initials: _____

90-Day Probationary Period

- The first ninety (90) calendar days of employment are considered a probationary period.
- Continued employment depends on satisfactory performance, attendance, productivity, quality of work, safety compliance, and adherence to company policies.
- Substantial misconduct, poor attendance, disobedience, improper use of company resources, disregard for authority, or disregard for coworkers may result in termination.

Employee Initials: _____

Equal Employment Opportunity

Manning & Sons Trucking, LLC is committed to providing a non-discriminatory employment environment.

Employment decisions will be made without regard to race, color, religion, sex, national origin, disability, age 40 or older, military/veteran status, or other protected status under applicable law.

Employees should report discrimination or retaliation concerns to the company's designated EEO Officer or management.

If you have any questions regarding this policy, please contact me. Keven Manning, EEO Officer, at Keven.manning@manningandsonstrucking.com.

Employee Initials: _____

Signature & Certification

I certify that the information provided is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from employment or termination if hired.

Applicant / Employee Signature	
Printed Name	
Date	