



3318 Adobe Court  
Colorado Springs, CO 80907  
719-309-6513  
derksenconcretefences.com

### Employee Personnel Record

**Name:** \_\_\_\_\_  
First Last Middle

**Address:** \_\_\_\_\_  
Street City/State/Zip

**Birth date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact #:** \_\_\_\_\_ cell/ home

**Email:** \_\_\_\_\_

**Emergency Contact Name 1:** \_\_\_\_\_

**Emergency Contact 1 #:** \_\_\_\_\_ cell/home

**Emergency Contact Name 2:** \_\_\_\_\_

**Emergency Contact 2 #:** \_\_\_\_\_ cell/home

Are you eligible to work in the U.S? YES NO

If you are under age 18, do you have an employment/age certificate? YES NO

Have you been convicted of a felony within the last 5 years? YES NO

If YES, please explain why: \_\_\_\_\_

High School Education? YES NO Where? \_\_\_\_\_

College Education? YES NO Where? \_\_\_\_\_

Skills/Qualifications/Training: \_\_\_\_\_

Employee Signature

Date



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Derksen Concrete Fence reputation as a quality company is heavily dependent on each and every employee as you are all vital members of our team. As a new employee you are expected to be professional in your duties and you should strive to maintain or raise the standards of our company.

Position Title: *Laborer* Department: *Pre-cast & Fencing Division*

The days and hours of work for this position are: *Monday through Friday 8:00am to 4:30pm*

The hourly rate of pay for this position is: *\$TBD starting pay*

The anticipated duration of this position is: *Long-term employment*

The Human Resource department has determined the hourly position you have been appointed to is: Ineligible for retirement and healthcare benefits. Derksen Concrete Fence does not provide retirement of healthcare benefits at this time.

PLEASE READ AND SIGN AS YOUR ACKNOWLEDGEMENT OF RECEIPT OF THIS INFORMATION → I acknowledge receipt of the Hourly Employee Conditions of Employment & Benefits Eligibility Guidelines.

→ I acknowledge that I received clear information of where I could access the Employee Handbook.

→ I understand that I am responsible for knowing and following all policies of the company and understanding the information contained in the Employee Handbook.

→ I understand this appointment constitutes hourly employment. I understand my employment can be terminated on an at-will basis at any time, for any reason.

→ I understand that it is my responsibility to immediately notify my supervisor when I work any additional hours with the company.

→ I have been given the opportunity to ask questions about my employment.

→ I understand that if I have any further questions, I can contact my supervisor or a representative in the Human Resources department.

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Employee name

Date



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## **Probationary Period Policy**

### Intent

The probationary period for Derksen Concrete Fences new employees generally lasts for 90 days from the date of hire but can vary depending on the complexity of the job. All new hires must undergo a probationary period. If the Company, in its sole discretion, determines the probationary employee is not suitable, then the employment relationship will be terminated, with no notice in lieu of notice.

### Policy

During the probationary period, Derksen Concrete Fences will evaluate the new hire's qualifications, skills and "fit" within our Company. The probationary period also gives new hire the opportunity to decide if Derksen Concrete Fences is a place they feel comfortable and would like to work.

The given time frame of 90 days does not constitute an obligation on the part of the Company to retain the employee until the end of the probationary period. This period involves special orientation activities plus closer and more frequent performance evaluations than that given to regular employees. During this time or at any time of employment, the Company or the employee may terminate the working relationship without cause and/or without advance notice, except as prescribed by law.

Upon satisfactory completion of the probationary period, the employee will achieve a regular employee status.

### Acknowledgement & Agreement

I, (Employee Name), acknowledge that I have read and understand the Probationary Period Policy of Derksen Concrete Fences . Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_