



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**
P.O. Box 40 Sells, Arizona 85634
Direct Line (520) 383-3304 Tucson Line (520) 547-8160
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ATTENTION TOHONO O'ODHAM NATION TERO CLIENTS

Positions Available

1-General Laborer \$17.46/HR

Must have 2-3 years' experience in general laborer duties that include concrete experience, formsetting, concrete finishing and safety awareness, PPE and transportation to the jobsite

1-6 Formsetters/Concrete Finishers \$21.00/HR

See attachment for job description

Project/position is estimated 3 months pending schedule that includes other trades that work before and after concrete is set. A pre-employment drug test is required

Company: HQ Legacy Concrete

Project Title/Location:

TOCC Multipurpose Building Project/Schuk Toak District

CLOSING DATE: October 24, 2025 at 4:45PM

INTERVIEW DATE: TBD via GoTo (virtual)

Duties of HQ Legacy Concrete Employees

Form Setters:

The Duties of a Form Setter is to lay out from 5' offset given by the engineer land surveyors, lay out stringlines in accordance with elevations (elevation gathered from surveyors). Form setters must install forms with their respective sledgehammer and forming pouches. Form setter must have an understanding of task provided and the nature of the job.

Part of the form setter's job is also grading the AB and subgrade and compacting. Form setters are also responsible for cleaning up the site from debris and dangerous materials.

Concrete Finisher:

The duties of a concrete finisher include pouring the concrete as it pours out of the truck. Starting with using khumalong to level the surface to pull excess concrete as the screed crew does the screeding. The finisher's crew also includes a person in charge of the vibrator and is supposed to make sure every square foot of the slab gets vibrated to ensure proper settlement of the concrete and to ensure the edges don't get honeycomb. After concrete is placed, the finishers come in and start working the concrete in accordance with its time. Finishers must be very knowledgeable of what tool to use in accordance with the concrete's stage as it dries. A concrete finisher must bring their own personal concrete finishing tools. A finisher must ensure the final product looks at its best quality because that's what our company's commitment.

HQ Legacy Concrete LLC
5509 S. Via Guayaquil
Tucson AZ 85706
(520) 283-0253



Employment Application

FULL NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): ____ - ____ - ____

DATE AVAILABLE: _____

DESIRED PAY: \$ _____ ☐ HOUR ☐ SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO*

*IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.? ☐ YES ☐ NO

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☐ NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☐ NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

GRADUATE? ☐ YES ☐ NO

DIPLOMA: _____

COLLEGE: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

GRADUATE? ☐ YES ☐ NO

DEGREE: _____

OTHER: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

DEGREE: _____

OTHER: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

EMPLOYMENT HISTORY

EMPLOYER #1: _____

E-MAIL: _____ **PHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY

ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ **RESPONSIBILITIES:** _____

STARTING DATE: _____ **ENDING DATE:** _____

REASON FOR LEAVING: _____

EMPLOYER #2: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY

ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

STARTING DATE: _____ ENDING DATE: _____

REASON FOR LEAVING: _____

REFERENCES

REFERENCE #1: _____ **RELATIONSHIP:** _____

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

REFERENCE #2: _____ **RELATIONSHIP:** _____

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

REFERENCE #3: _____ **RELATIONSHIP:** _____

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☐ NO

BRANCH: _____ **RANK AT DISCHARGE:** _____

STARTING DATE: _____ **ENDING DATE:** _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, WOULD YOU CONSENT TO A BACKGROUND CHECK? ☐ YES ☐ NO

DISCLAIMER

The applicant understands that this is an Equal Opportunity Employer who is committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE:** _____

PRINT NAME _____

DRUG / ALCOHOL TESTING CONSENT FORM

I, _____, hereby give my consent to authorize my employer known as HQ legacy Concrete and the testing laboratory designated to conduct analytical tests deemed necessary, on an ongoing basis, to determine the absence or the presence of

☐ - Alcohol ☐ - Class A Drugs (heroin, cocaine, etc.) ☐ - Class B Drugs (cannabis, amphetamines, etc.) in my body through the use of urine, hair, blood, breath or any sample as specified by statute and regulation.

I give my consent to release the results of the test(s) and other medical information from the laboratory to my employer pursuant to statute or regulation with the condition that the results may not be used in any criminal proceeding.

My employer may request proof that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name. If requested, I agree to provide such proof within 72 hours.

I have the right to request a re-test of the initial specimen at a licensed laboratory of my choice if and when I have a positive test for drugs. All requests for a re-test of the sample must be made within ten (10) working days of the receipt of the original positive test result. The results of the samples must be forwarded to me by the appointing authority of the licensed laboratory.

I further understand that a positive test, refusal to authorize this form, refusal to take the test, or failure to produce a specimen, may result in disciplinary action up to and including dismissal in accordance with any local, State, or Federal statute, regulation, and policy.

Employee Signature _____ Print _____

Date _____