

APPLICATION for EMPLOYMENT



Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

Position applied for _____ Date of application _____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Cell # (____) _____ Home # (____) _____ E-Mail Address _____

Referral Source (How did you hear about us?) _____

Are you at least 18 years of age? yes no Driver's license number _____ State _____

Have you been employed here before? yes no If yes, give dates _____

If hired, can you furnish proof that you are legally eligible for employment in the United States? yes no

Date available for work _____ Do you have transportation? yes no

Type of employment desired: Full-Time Part-Time Summer Hire

Are you able to perform all of the essential functions of the position(s) for which you are applying? yes no

Do you have limitations regarding hours of work? yes no If yes, please specify _____

Are you currently employed? yes no If yes, may we contact your present employer? yes no after interview

Have you ever been convicted of a misdemeanor or a felony? yes no

Answering "yes" to this question does not constitute an automatic bar to employment. A background check may be conducted.

If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information:

Employer _____ Phone _____ Dates Employed (MM/YY) _____ to _____
City _____ State _____ Starting Wage \$ _____ (hourly or salary?) Final Wage \$ _____ (hourly or salary?)
Starting Job Title _____ Final Job Title _____
Immediate Supervisor and Title _____ May we contact for a reference? yes no later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

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ORGANIZATIONS/MEMBERSHIPS: Please list any activities you are involved in that support your industry, profession or community. Include any applicable leadership, community and association experience. You may exclude names or terms which indicate protected status, such as race, color, religion, sex, national origin, age or disability.

SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

EDUCATIONAL BACKGROUND: Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Degree/Certification	Major/Minor

REFERENCES: List names and telephone numbers of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three schools or personal references who are NOT related to you.

Name	Title	How do you know them?	Telephone	# of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, I should contact the company and let them know that I am still interested in employment.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

FOR HUMAN RESOURCES DEPARTMENT USE ONLY – DO NOT WRITE IN THIS BLOCK		
Date Received _____	Date Interviewed _____	Date of job offer _____
Accepted? _____	If not how long to decide _____	Starting Wage _____
Orientation date & time _____		Job progress review in _____ days
Job position category? _____		
Start Date _____	Interest in Apprenticeship Program? _____	
Special Notes: _____		

Experience in Construction Form

Field employees are accountable for the fulfillment of all assigned duties. Field work is physically demanding and requires coordination. There are many potential hazards and the work can be dangerous at times. The mind needs to focus and the body needs to function at intense levels at times.

You must be physically strong and agile as the job requires ability to climb ladders; lift heavy objects (75 lbs.); do repetitive tasks with hands and arms, etc.

You must be reliable and responsible with a solid work ethic and willingness to work physically hard in all Pennsylvania weather conditions. You must be alert, have good judgment, be strong, and in good health.

Please check the column that closest describes your experience:

	NO EXPERIENCE (Would like to learn)	LIMITED EXPERIENCE (Will need direction)	GOOD EXPERIENCE (Little direction needed)	SKILLED EXPERIENCE (No direction needed)	
Carpentry:					
Framing: Wood					
Framing: Metal Stud					
Hang Doors: Wood					
Hang Doors: Hollow Metal					
Hang Doors: Garage					
Door Hardware: Commercial					
Cabinet Work					
Laminate Work					
Finish Carpentry					
Acoustical Ceilings					
Flooring: Vinyl Tile & Base					
Flooring: Sheet Vinyl					
Flooring: Carpeting					
Flooring: Wood					
Glazing					
Toilet Partitions					
Toilet Accessories					
Concrete:					
Laborer					
Forming					
Sidewalks					
Power Trowel					
Cement Patch Work					
Symons Forms					
Reinforcing Rodman					
Masonry:					
Tender					
Block & Brick					
Stone					
Applied Stone					
Roofing & Siding					
Membrane					
Metal					
Asphaltic Shingles					
Metal/Vinyl Soffit/Fascia					
Metal Siding					
Vinyl/Cement Siding					
Plaster:					
Plastering					
Stucco					
EIFS					
Drywall Finishing					
Layout:					
Transit					
Level					
Total Station					
General:					
Laborer					
Caulking					
Painting					
Truck Driver					
Equipment Operator					
If yes, list equipment: _____					
Other:					
Welding					
Plumbing					
Electrical					
HVAC					
Steel Building Erection					
Residential Construction					