



Employee Application Form

Applicant Information:

First Name: _____ MI: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-Mail Address: _____ Home Phone: _____ Mobile Phone: _____

Emergency Contact: _____ Phone: _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you worked for this company before? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, when? _____

Education:

High School: _____ From: _____ To: _____

Did you graduate? Yes No Course of Study: _____ Degree: _____

College / Trade School: _____ From: _____ To: _____

Did you graduate? Yes No Course of Study: _____ Degree: _____

Other: _____ From: _____ To: _____

Did you graduate? Yes No Course of Study: _____ Degree: _____

Military Service? Yes No From: _____ To: _____

Professional References:

Full Name: _____ Title: _____

Company: _____ Best time to contact: Morning Afternoon Evening

Contact Phone Number: _____ Home Work Cell

Full Name: _____ Title: _____

Company: _____ Best time to contact: Morning Afternoon Evening

Contact Phone Number: _____ Home Work Cell

Previous Employment:

Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Beginning Salary: _____ Ending Salary: _____ May we contact for a reference? Yes No

Company: _____ Phone: _____
Address: _____ City: _____ State: _____
Supervisor: _____ Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Beginning Salary: _____ Ending Salary: _____ May we contact for a reference? Yes No

Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Beginning Salary: _____ Ending Salary: _____ May we contact for a reference? Yes No

Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Beginning Salary: _____ Ending Salary: _____ May we contact for a reference? Yes No

Trade Experience:

	Very Experienced	Some Experience	Little Experience	No Experience
06201 Finish Carpentry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09250 Drywall Finishing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09310 Ceramic Tile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09550 Wood Flooring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09500 Acoustic Ceilings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09650 Resilient Floors, Base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09680 Carpet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09900 Painting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Qualifications:

3.) Level of experience with Microsoft Outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.) Level of experience with Microsoft Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.) Level of experience with Microsoft Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Desired Employment:

Position	Interest	Responsibilities
Crew Leader / Superintendent	<input type="radio"/> Yes <input type="radio"/> No	5+ years experience directly with customer, 10+ years experience in commercial flooring installation, experience managing multiple projects, experience coordinating work with owner/contractor reps., ability to self manage, schedule, and adapt to changes, organize accurate and timely with paperwork, good communicator with office personnel, ability to motivate and maintain a productive crew, highly professional and patience to train others, travel
Master Craftsman	<input type="radio"/> Yes <input type="radio"/> No	Limited experience dealing directly with customer, 5+ years experience in commercial flooring installation, ability to self manage work, work is neat, productive, and complete, limited experience managing an installation crew, good communicator and professional, travel
Craftsman	<input type="radio"/> Yes <input type="radio"/> No	No experience dealing directly with customers or managing, 2+ years experience in commercial flooring installation crews, ability to take direction and complete tasks efficiently, willingness to learn and take on new challenges, good communicator and productive worker, travel
Journeyman / Apprentice	<input type="radio"/> Yes <input type="radio"/> No	No experience dealing directly with customers or managing, 2+ years experience in commercial flooring installation crews, ability to take direction and complete tasks efficiently, willingness to learn and take on new challenges, good communicator and productive worker, travel
Client Manager	<input type="radio"/> Yes <input type="radio"/> No	5+ years experience handling flooring and/or maintenance projects and executing project management responsibilities
Administrative Assistant	<input type="radio"/> Yes <input type="radio"/> No	Perform various office administrative tasks such as payroll, accounts payable, purchase orders, invoicing and inventory control.
Other:		

Applicant Authorization:

I certify that all of the information submitted on this application is true and complete and that if any false information, omissions or misrepresentations are discovered, my application may be rejected or If I am employed, my employment may be terminated at any time.

Signature _____ Print Name _____ Date: _____