



## Employment Application:

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

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

### EXPERIENCE Check all that apply:

- |  |                     |   |                     |
|--|---------------------|---|---------------------|
| <input type="checkbox"/> Built-up Roof       | No. of years: _____ | <input type="checkbox"/> EPDM Roof System   | No. of years: _____ |
| <input type="checkbox"/> Modified/Torch      | No. of years: _____ | <input type="checkbox"/> PVC Roof System    | No. of years: _____ |
| <input type="checkbox"/> Shingle             | No. of years: _____ | <input type="checkbox"/> Seal-o-flex System | No. of years: _____ |
| <input type="checkbox"/> Tile/Mech. Fastened | No. of years: _____ | <input type="checkbox"/> Metal Roof System  | No. of years: _____ |
| <input type="checkbox"/> Tile/Pan & Cap      | No. of years: _____ | <input type="checkbox"/> Woodwork           | No. of years: _____ |
| <input type="checkbox"/> Tile/Mortar Set     | No. of years: _____ | <input type="checkbox"/> Welding/Soldering  | No. of years: _____ |

1] What is the highest level of education you have completed?

- High school/GED equivalent  Some college  Associate degree  Bachelor degree  Masters degree

2] List any additional experiences, skills and qualifications which you believe relate to the job(s) for which you are applying:

\_\_\_\_\_

3] Do you currently hold a valid drivers license?  Yes  No

If yes, years of CDL driving experience: \_\_\_\_\_ CDL #: \_\_\_\_\_ CDL Exp. Date: \_\_\_\_\_

4] Do you currently have a valid CDL?  Yes  No

5] Are you under 18?  Yes  No If yes, date of birth: \_\_\_\_\_

6] If previously employed by us, when and where: \_\_\_\_\_

7] List any friends or relatives that work for us: \_\_\_\_\_

8] Position(s) applying for: \_\_\_\_\_

9] Date available for work: \_\_\_\_\_

10] How did you learn about job (check one)?  Newspaper ad  Company website  Online posting  Friend  Union  Employment Agency  Employee: \_\_\_\_\_  Other: \_\_\_\_\_

11] Applying for:  Full-time  Part-time  Temporary

12] Pay expected: \_\_\_\_\_

13] Are you able to travel?  Yes  No

14] Are you subject to any employment agreement or post-employment agreement with any other entity?  Yes  No  
If yes, identify the nature of the agreement and anyone we need to contact regarding your employment with us: \_\_\_\_\_

\_\_\_\_\_

15] Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?  Yes  No *If you have any questions as to the essential functions of a specific role, please ask interviewer before answering.*

16] Are you presently authorized to work in the United States?  Yes  No

17] Will you now or in the future require employer sponsorship in order to begin or continue working legally in the United States?  
 Yes  No

*We do not sponsor individuals for the purpose of obtaining H-1B status or any other non-immigrant or immigrant status of visa. In compliance with the Immigration Reform and Control Act of 1986, it is the Company's policy to hire and employ only workers authorized to work in the United States. All offers of employment are therefore contingent upon an applicant's ability to properly complete a Form I-9, Employment Eligibility Verification Form within three (3) business days of his/her first day of work with the Company.*

**PAST EMPLOYERS** List your last two employers, including military service, beginning with your most recent:

Company name and address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Beginning date of employment: \_\_\_\_\_ Ending date: \_\_\_\_\_  
Job title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Describe the work you did: \_\_\_\_\_  
Starting wage: \_\_\_\_\_ Ending wage: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
If this is your current employer, may we contact for a reference?  Yes  No Telephone #: \_\_\_\_\_

Company name and address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Beginning date of employment: \_\_\_\_\_ Ending date: \_\_\_\_\_  
Job title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Describe the work you did: \_\_\_\_\_  
Starting wage: \_\_\_\_\_ Ending wage: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

**REFERENCES** List two work-related references, including in military services, whom you have known at least one year:

Name, phone, address and business:  
1] \_\_\_\_\_  
2] \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of, pleaded guilty to, or pleaded no contest to a felony?  Yes  No

If yes, please explain: \_\_\_\_\_

*Conviction means you were found guilty by a judge, a jury, by pleading "no contest," or by pleading guilty in court. A conviction may have taken place even if you did not pay a fine or spend any time in jail or prison. Do not disclose information regarding any conviction for which the record has been expunged, purged, or sealed by court order and/or operation of law and do not disclose juvenile records. A conviction or pending criminal charge will not automatically disqualify you from employment. No applicant will be denied a position because of a past conviction which is not substantially related to the circumstances of the employment sought. None of the questions above are intended to violate any applicable state law, nor are you required to answer any question that is unlawful under applicable state law or provide any information that need not be disclosed under applicable state law.*

*Please read the specific instructions below for additional information regarding applicable state laws as of the date this application form was prepared.*

California Applicants: You should not disclose information relating to: an arrest or detention that did not result in conviction; your participation in a pre-trial or post-trial diversion program; a conviction of any type for which the record has been sealed, expunged, or statutorily eradicated; a conviction for the use or possession of less than 28.5 grams of marijuana that occurred more than two years ago; or a conviction for a misdemeanor for which you have successfully completed probation, or which has been otherwise discharged, and that has been judicially dismissed.

Connecticut Applicants: An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings erased and may so swear under oath.

Illinois Applicants: You are not obligated to disclose sealed or expunged records of conviction or arrest.

Massachusetts Applicants: You should not answer any questions in the Criminal History section of this application. You may be asked questions concerning your criminal history at later stages of the application and/or interview process.

New York Applicants: You should not disclose any arrest or criminal accusation that is not now pending against you that: (a) was followed by a termination of that criminal action or that proceeded in your favor, (b) resulted in a youthful offender adjudication, (c) was sealed pursuant to sections 160.55 or 160.58 of the New York criminal procedure law.

Washington Applicants: You should not disclose any conviction that did not occur within the last 10 years.

**READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE**

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein. I hereby release from any and all liability all representatives of the Company for their acts performed in connection with evaluation by application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to the Company, including all of my personnel records with prior employers. I also release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to the Company from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, then the Company may deny me employment or terminate my employment, and I agree that the Company shall not be liable in any respect if it does so.

I also understand that my employment at the Company is contingent upon the satisfactory completion of a medical examination which will include a drug screen and an investigation of my work record and references. I consent to a pre-employment medical examination and such future examinations as may be required by the Company, which may include drug screens as required. I understand that if I am employed by the Company, any such employment is not binding on either party for any specific period of time. I further understand that

no representative of the Company, other than the President, has any authority to enter into any agreement for employment for any specified period of time. Any such agreement must be in writing and signed by the President. I understand that any other written or oral statement to the contrary, even if made by a supervisor, manager or officer of the Company is invalid and should not be relied on by me. I understand that if employed I will be an employee-at-will and that either the Company or I may terminate that employment relationship at any time, for any reason, with or without notice.

**SPECIAL WAIVER OF STATUTE OF LIMITATIONS:**

I further agree that, in consideration of the Company's review of my application, any claim or lawsuit relating to my application to or service with the Company or any of its parents, subsidiaries or affiliates must be filed no more than six (6) months after the date of the employment action that is the subject of the claim of lawsuit (including, but not limited to, claims alleging violation of civil rights, breach of contract or tort). While I understand that the statute of limitations for claims arising out of an employment action may be longer than 6 months, I agree to be bound by 6 month period of limitations and I **WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.**

The foregoing waiver of the statutes of limitations of employment-related claims does not apply in states in which the law prohibits contractual statutes of limitation. Further, if an employment-related claim has a statute of limitations shorter than 6 months, the shorter statute of limitations will apply.

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

*The Company is committed to the principle of equal employment opportunity. Thus, the Company will recruit, train, hire, transfer, promote, compensate, and make all employment-related decisions without regard to an individual's age, race, color, religion, disability, sex, national origin, genetic information, status as a recently separated veteran, disabled veteran, armed forces service medal veteran, other protected veteran, or other legally protected status as required by law.*

## APPLICANT CONSENT FORM

As required by the Fair Credit Reporting act, this is to advise you that, in connection with your application for employment with the Company, a consumer report, which may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living may be obtained with respect to you for employment purposes from a consumer reporting agency. The report may include checks of state and federal judicial and other public records, both criminal and civil and which may include verification of employment, compensation and professional references, Social Security information, education verification, and driving record in connection with your application for employment. I hereby fully authorize the Company, its employees and agents, including Sterling Information Systems, to conduct any investigations into my background on behalf of the Company and for the above agencies and entities to release this information on my behalf.

Information concerning credit worthiness, credit standing or credit capacity will not be requested where prohibited by law. Such information may be requested for applicants applying for positions where satisfactory credit history is an occupational requirement of the position.

A copy of your rights under the Fair Credit Reporting Act is attached.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this authorization is voluntary.

California, Maine, Massachusetts or Minnesota Applicants: Check here if you want a copy of the consumer report requested by the Company. You also have the right to request a copy from the agency furnishing the report.

Maine Applicants: If you ask us, you have the right to know whether the Company ordered a background check report on you. You may request the name, address, and telephone number of the nearest office for the consumer reporting agency. We will send this information to you within five business days of our receipt of your request. You have the right to ask the consumer reporting agency for the report.

New York Applicants: You have the right, upon written request, to be told whether a report was requested and, if it was, the name and address of the agency which prepared it. Please note that if you are hired, subsequent consumer reports may be obtained in connection with employment.

Washington State Applicants: You have the right, upon written request made within a reasonable time frame after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of any "investigative" consumer report we may have requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing, or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

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

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