

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	REFERRED BY		

EMPLOYMENT DESIRED

DATE OF BIRTH:

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

EDUCATION HISTORY

EMAIL ADDRESS:

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ EMPLOYMENT MANAGER 2. _____ DEPARTMENT HEAD 3. _____ GENERAL MANAGER

This application for employment is sold only for general use throughout the United States. Adams assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.

DiCaprio's Remodeling, LLC Policies and Procedures

- 1) Always be on time either to the shop or the job site. If you are going to be late always let either myself or Bob know that you are going to be late.
- 2) Respect. Always respect your co-workers. We will not deal with any disrespecting of each other at all.
- 3) Language. Always be professional on every job site.
- 4) Soliciting while on the job site will not be tolerated at all. If a customer asks you to do something and offers to pay that is not on the Project Scope do not do it. Tell the customer that they need to call either myself or Bob or you can call one of us.
- 5) Cell phones. No cell phones out unless it is an emergency or a necessary phone or text that cannot wait till a break.
- 6) Always have to follow the Project scope of work that will be posted at each job. If anything comes up that is not on the scope of work, you need to contact us to do an add on.
- 7) If we are doing a Lowes job you need to have your badge on at all times.
- 8) Tools. You will need to have at least all of your own hand tools. If you need a power tool from the shop to do a job it needs to come back every night. The shop tools are for the job you are at only. Not to be taken home to do something at your own house. And DO NOT ASK TO BORROW ANY TOOLS.
- 9) Cleanliness. Every day the job site needs to be cleaned and look like it did before you got there. Sweep and shop vac and wipe down before you leave every job.
- 10) Drugs. We do not tolerate any drug use at all.
- 11) Drinking. We will not tolerate any drinking alcohol during the work day.
- 12) Smoking. There will be no smoking on the job sites at all. If you are a smoker you can smoke during breaks and in your vehicle off of the job site.
- 13) Time off. We need a two week notice for time off. We understand if an emergency comes up but that will need to be communication to us ASAP.
- 14) Pay. Time cards need to be turned into by Monday morning in the box at the shop. Your time starts when you get to the job site and when you leave the job site. You do not get paid for travel time.
- 15) Pictures. No pictures are to be taken at the job sites.

There will be changes and add-on's to this at any time.

X _____

Date _____