



3701 Jonathan Drive
Bloomington, IN 47404
(812) 333-6699
(812) 333-5744 FAX
www.buildingassociates.com

EMPLOYMENT APPLICATION

Please fill out all information as completely and accurately as possible.

If you're receiving this application through email, you may have to save this application to your computer, then fill it out and try to save it under a different name. If that doesn't work, you may need to print out the application, fill it out by hand, and either fax it to us or scan it and email it back to us.



BACKGROUND CHECK RELEASE FORM

I, the undersigned, understand that a Background Check will be performed by Building Associates, Inc. as a condition of my employment. I certify that the information I provide on this application is accurate, and that the name and social security number I am providing are mine, and I have the legal right to use them. I hereby authorize Building Associates, Inc. to complete their Background Check which may or may not include:

- Criminal Background Check – this may include any past arrests or convictions, or include any outstanding warrants
- Credit Check – this may include some personal financial information including Garnishments or Support payments
- Verification of Work History – this may include calls to past employers to verify work dates and the reasons for termination from that position

I also understand that a Drug Screening may be required at any time, and may even be a condition of my employment with Building Associates.

Print Name

Signature

Date



PERSONAL INFORMATION

Date: _____ Social Security #: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

Referred By: _____

Have you ever been employed with Building Associates, Inc.? Yes No

Are you legally eligible for employment in this country? Yes No
(Proof of U.S. citizenship or immigration status will be required upon employment)

Upon Employment, will you be able to supply valid, legal identification? Yes No
(Acceptable Identification types are listed on the I-9 Form)

Have you ever been convicted of a felony? Yes No
 If yes, please explain:

EMPLOYMENT DESIRED:

Position(s) Applying For (check desired boxes):

General Labor Roofing Carpenter Concrete Labor

Other: _____

Date you can start: _____ Salary Desired: \$ _____

Are you employed now? _____ If so, may we contact your employer? _____

Present Salary: \$ _____

Ever applied to this company before? _____ When? _____ Where? _____

EDUCATION

Type of School	Name	Address	Did you graduate?	If not, highest grade completed
High School				
College				
Trade School				
Other				

Other training or courses taken: _____



Previous Employment

Dates of Employment: From: _____ To: _____

Employer Name: _____

Employer Address: _____

Supervisor's Name: _____ Supervisor's Phone#: _____

Position Held: _____ Salary: _____ per _____

Duties: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____

Employer Name: _____

Employer Address: _____

Supervisor's Name: _____ Supervisor's Phone#: _____

Position Held: _____ Salary: _____ per _____

Duties: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____

Employer Name: _____

Employer Address: _____

Supervisor's Name: _____ Supervisor's Phone#: _____

Position Held: _____ Salary: _____ per _____

Duties: _____

Reason for Leaving: _____

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

I have read the job description (or have had someone interpret it for me) for the desired position. This application is current for only sixty days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Signature

Date



CARPENTER/LABORER APPLICATION

Employee Skills Self-Evaluation

Please rate your ability in the listed areas using the following numerical designation:

0 – No experience or training in this area

1 – Limited experience or training in this area

2 – Some training and/or moderate skill in this area

3 – Professional training and proficiency in this area

___ Blueprint reading

___ Concrete (footing/foundation walls/flatwork/monolithic pour)

___ Conventional Roof Framing

___ Wall framing

___ Stair framing

___ Millwork

___ Cabinetry- job or shop-built

___ Interior finish wood stairs

___ Siding (steel/aluminum/vinyl)

___ Metal studs

___ Use of computer (PC/Mac/Excel/Word)

___ Masonry (brick veneer/concrete block/glass

block/fireplaces/flues)

___ Drywall hanging

___ Suspended ceiling systems (2x4, 12x12, drywall)

___ Roofing (fiberglass shingles/cedar

shakes/slate/clay/tile/concrete tile)

___ Lap siding (hardboard, cedar/redwood)



Concrete/Equipment Operator

Employee Skills Self-Evaluation

Please rate your ability in the listed areas using the following numerical designation:

0-No experience or training in this area

1-Limited experience or training in this area

2-Some training and/or moderate skills in this area

3-Professional training and proficiency in this area

Concrete

___ Footings

___ Poured Foundation Wall

___ Flat work

___ Curbs

Equipment

___ CDL

___ Backhoe

___ Mini Excavator

___ Skidsteer

___ Skytrack

___ Scissor Lift



ROOFER APPLICATION

Employee Skills Self-Evaluation

Please rate your ability in the listed areas using the following numerical designation:

- 0 – No experience or training in this area
- 1 – Limited experience or training in this area
- 2 – Some training and/or moderate skill in this area
- 3 – Professional training and proficiency in this area

- ___ Single ply roof system
- ___ TPO
- ___ Mechanically Attached EPDM
- ___ Fully Adhered EPDM
- ___ Mechanically Adhered TPO
- ___ Fully Adhered TPO
- ___ Mechanically Attached PVC
- ___ Fully Adhered PVC
- ___ B.U.R Systems
- ___ MOD Bit Systems
- ___ Standing Seam
- ___ Slate/Tile Roof System
- ___ Shingle Roofing
- ___ Gutters/downspouts (machine/pre-formed)

General Knowledge Questions

When would you use a pitch pocket?

What is the difference when welding
vs. PVC?



Office/Misc. Application

Employee Skills Self-Evaluation

Please rate your ability in the listed areas using the following numerical designation:

- 0-No experience or training in this area
- 1-Limited experience or training in this area
- 2-Some training and/or moderate skills in this area
- 3-Professional training and proficiency in this area

- ___ Microsoft Word Software
- ___ Microsoft Excel Software
- ___ Microsoft Outlook Software
- ___ QuickBooks Software
- ___ Act! Software
- ___ CAD/CADD Software
- ___ ComputerEase Software
- ___ HomeTech Software
- ___ Other Software (please specify)

- ___ Customer Service Skills
- ___ Telephone presence
- ___ Filing
- ___ Typing (enter speed)
- ___ Time Management
- ___ Conflict Management
- ___ Collections
- ___ A/P, A/R skills
- ___ Marketing for Products
- ___ Direct Mail Marketing
- ___ Scheduling of Subs
- ___ Managing Contracts
- ___ Scheduling of Appointments

General Knowledge Questions

What is your definition of teamwork?

How do you deal with multiple tasks?

How do you handle stress?

What is your favorite part of your job?

What is your least favorite part and why?