

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Rate of pay expected \$ _____ per hour	Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address <i>Number</i> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i>		
Telephone Number(s):	Birth Date	Age
Cell Phone:		

If you are under 18 years of age, can you provide required proof of you eligibility to work?

Not applicable Yes No

Have you ever filed an application with us before? No Yes When? _____

Have ever been employed with us before? No Yes When? _____

Are you currently employed? No Yes

May we contact your present employer? No Yes Phone number: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* No Yes

On what date would you be available for work: _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? No Yes

Can you travel if a job requires it? No Yes

Have you been convicted of a felony within the last 7 years No Yes

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with you present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Education

	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application.																	

Job Requirements

Do you have a valid Driver's License?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
License No.:	State:	
In the past three (3) years were you involved in any traffic violations? NO	<input type="checkbox"/> YES	<input type="checkbox"/>
If yes, please describe:		
In the past three (3) years were you involved in any auto accidents?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please describe:		
Give the name of the Township, Borough or City you live in:		
Have you paid the Occupation Privilege tax for this year?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, can you provide proof of payment? (If you can not provide proof, we are required to deduct the tax from your first paycheck.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Physical Record

Do you have any physical limitations that preclude you from performing the essential functions of the job for which you are being considered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please describe what can be done to accommodate your limitation?		
Do you have a fear of height?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
In case of an emergency, we should notify:		
Name:	Phone number:	Relationship:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I hereby give Stanley W. Bauman, Jr. General Contractor, Inc. the right to make a thorough investigation of my past employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify Stanley W. Bauman, Jr. General Contractor, Inc. against any liability which might result from making such investigation. I authorize my previous employer(s) to release all information concerning my employment with them.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that any false answer or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Applicant's Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks _____

Employed YES NO Date of Employment _____

Job Title _____ Hourly Rate _____ Salary YES NO

NOTES: _____

(610) 682-7124
Fax (610) 682-2581

Updated: June 20, 2017

DESCRIPTION OF DUTIES

All employees are required to safely handle and/or use

1. company vehicles
2. power tools and equipment
3. building materials
4. debris and scrap from demolition
5. non-powered hand tools and equipment.

Employees will be required to lift and place materials. Employees will be required to lift said material weighing up to the OSHA limits. Assistance will be provided to lift materials weighing more than the OSHA limits. Items will be lifted to varying heights including over your head and may require bending over. At times you may be required to install items working on your hands and knees or work with tools overhead. Due to the nature of construction, during the course of a day you may be required to climb up and down ladders many times often carrying materials and tools.

Employees will be required to work at varying heights ranging from being in ditches to roof heights. While working from heights, you will be working off of various scaffolding systems. Access is gained to the scaffolding by ladder.

You will be required to work in various climates as the majority of work is done out of doors. Therefore you will be working in the heat, humidity, cold and wind. You may also be required to work in snow or rain at times if it is light precipitation.

By my signature below, I state that I have read and understand the above statement. I also state that I am able to fulfill the above requirements of this position. I also understand that the above descriptions in no way encompass all that may be required by this position.

Signature

Date

(Please print name here)

APPLICATION POLICY

Stanley W. Bauman, Jr. General Contractor, Inc. employs construction workers and helpers with a strong emphasis on carpentry skills. The descriptions of job requirements for these positions are on a separate sheet and in no way encompass all that may be required in the positions. They are provided to act as a guide to inform the applicant of what will be expected in the performance of the position.

Due to the nature of our line of work, insurance limitations, and according to Federal regulation, employees must be at least eighteen (18) years of age to be employed by our company.

No one is allowed to work for this company while under the influence of illegal substances or alcohol. Should, prior to employment, the applicant come under the care of a physician and require prescription narcotics, the doctor must provide written approval for full ability to work.

If anyone completing this application should be employed by this company they will be required to furnish proof certifying that they can be legally employed in the United States. Upon hire it will be required to furnish documents that establish identity and employment eligibility. These include, but are not limited to U.S. Passport or Driver's license and U.S. Social Security Card. A list of other acceptable documents will be provided upon request. If these documents are not furnished by applicant at the time of hire, applicant may not start in the position until the time they have been provided.

All applicants are required to be current licensed drivers and must be able to provide their own basic hand tools.

Employees are required to report to the job site in the morning at the designated start time as stated by the job foreman. Those foreman who may need to load trucks before leaving for the job site, should arrive at the shop in a timely manner to be on the jobsite when employees arrive there. Chronic tardiness, late arrivals more than once in one month, is considered cause for dismissal. Employees are required to call in before 6:00 AM every day they are unable to report for work unless under the supervision of a doctor and a doctor's note is filed with us. If an employee does not call in by the required time, it will be considered an unexcused absence. Three unexcused absences in a one year period is considered cause for dismissal.

Please carefully read the job description provided to you to determine if you can fulfill the requirements of the position for which you are applying. Please sign and date the job description to indicate that you have understood the requirements and can fulfill them.

Completing this application does not constitute any agreement that you will or will not be hired. At the time of completing this application there may or may not be any open positions. Applications are kept on file for five (5) years.

I have read and understand the above stated policy. I understand violation of the above policy can lead to dismissal from employment.

Applicant signature

Date

Skill Ranking and Evaluation Form

Please read the following list and mark in the rank column your experience/skill level as follows:

1	No experience
2	Have done work but not independently (needed help)
3	Can do individual construction tasks independently but not run an entire job
4	Can do work and manage a small job
5	Can do work, manage a complicated job and lead crew

**OFFICE USE ONLY
EVALUATIONS**

Skill	Rank	One Month	One Year
Sitework			
Operate Equipment			
Trenching & back-filling operations			
Bulk excavation & Hauling			
Demolition and Removal of Debris			
Layouts & Grade Heights			
Use of Scopes and Lasers			
Concrete Work			
Layouts and Grades			
Poured Wall and Forming			
Flatwork, Forming, & Finishes			
Concrete Reinforcement & Wire			
Carpentry			
Read Blueprint & Layout Work			
Rough Framing			
Finish Carpentry (trims, molding, cabinets)			
Cabinets, Millwork			
Laminate Work			
Moisture Protection			
Insulation, Foam, & Fiberglass			
Shingle Roofing			
Rubber Roofing			
Metal Roofing			
Siding & Soffit Work			
Aluminum Break Work (wrap trim, etc)			
Door & Windows			
Install doors and windows (new construction)			
Install doors and windows (replacement)			
Install Commercial Hardware, Closers, etc.			
Finishes			
Stucco or Dryvit			
Hanging Drywall			
Finishing Drywall			
Suspended Ceiling Grid & Tile			
Laminate Flooring			
Vinyl Flooring			
VCT Flooring			
Carpet Flooring			
Painting			
Install Ceramic Tile			

Stanley W. Bauman, Jr. General Contractor, Inc. does not currently perform tasks relating to HVAC, Plumbing or Electrical, but it is important to have some general knowledge in the following areas.

Additional Skills			
Mechanical (HVAC)			
Plumbing			
Electrical			

Could use improvement in _____

Has shown improvement in _____

By my signature I certify that I have completed the above skill rankings as honestly as possible. I understand that at some point during the first six months of employment, Stanley W. Bauman, Jr. General Contractor, Inc. may review these rankings as part of a competency evaluation.

Print name

Signature

Date

Production Ranking

1	Poor
2	Needs improvement
3	Shown Improvement
4	Meets Expectation
5	Exceeds Expectation

	One Month Rank	One Year Rank
Safety		
Quality		
Skills		
Attitude		
Production		