

# Application for Employment



Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Quality Roofing Inc.  
1507 Laemle Avenue  
Marshfield, WI 54449

(i.e.: Sales, Estimator, Marketing, Administration, Roofer, Laborer, Crew Leader, Service Leader)  
Please fill out all areas (unless marked optional)

384-8881 Phone  
384-7771 Fax

## GENERAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

## BACKGROUND INFORMATION

How did you learn about us? (Optional)

- Advertisement
- Friend
- Walk-In
- Internet
- Employment Agency
- Relative
- Job Service
- Other
- Referred by Current Employee-Employee Name \_\_\_\_\_

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

Yes  No

Have you ever filed an application with us before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Do you have the legal right to work in the United States?  Yes  No

(Proof of citizenship or immigration status will be required upon employment.)

Are you able to work:  Full Time  Part Time  Temp Work

Date that you are available to start employment: \_\_\_\_\_

Do you have a valid: Driver's License?  Yes  No

Chauffeur's License?  Yes  No

Commercial Driver's License?  Yes  No

Driver's license issuing state: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Your name as it appears on your driver's license? \_\_\_\_\_

Can you operate a manual transmission ("stickshift")?  Yes  No

Wage rate expectation: \$ \_\_\_\_\_

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

Can you travel if a job requires it?

One week at a time: \_\_\_\_\_ 5 weeks at a time: \_\_\_\_\_

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

(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeships, United States Military Training, skills and extra-curricular activities. (Optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(Optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a background in farming?  Yes  No

If Yes, describe: \_\_\_\_\_

Do you have background in construction?  Yes  No

If Yes, describe: \_\_\_\_\_

**Education (Optional)**

High School \_\_\_\_\_ Diploma?  Yes  No (Last Grade Completed \_\_\_\_\_)

College \_\_\_\_\_ Degree?  Yes  No

Career Training \_\_\_\_\_ Degree?  Yes  No

Other \_\_\_\_\_ Degree?  Yes  No

References (Optional)

1. \_\_\_\_\_  
Name & Occupation \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

2. \_\_\_\_\_  
Name & Occupation \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You should exclude organizations which indicate race, color, region, gender, national origin, disabilities or other protected status.

1. Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

Reason for Leaving:  
\_\_\_\_\_

May we contact the employers listed above?  Yes  No

If not, indicate below which one(s) you do not wish us to contact. \_\_\_\_\_

## EMPLOYER'S STATEMENT

The Civil Rights Act of 1964 prohibits discrimination on employment because of race, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the above mentioned types of discrimination.

The Age Discrimination in Employment Act (ADEA) bans discrimination against employees and job applicants who are over 40 years of age, and the Americans with Disabilities Act (ADA) protects disabled persons from discrimination in employment, public services, public accommodations, and telecommunications.

Quality Roofing is an "At Will" employer. This means that the Employee may resign at any time and the Employer may discharge the 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 changes are specifically acknowledged in writing by an authorized executive of this organization.

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I have been informed that after an offer has been extended to me I must take and pass a Company Physical and Drug Screen to be eligible for employment, as well as completing the Orientation process.

This application for employment shall be considered active for a period of 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 the 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.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide-by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date