

ROOFMASTERS ROOFING & SHEET METAL CO., INC.

Employment Application

Roofmasters Roofing & Sheet Metal Co., Inc. is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			E-mail Address						
Date Available				Desired Wage					
Position Applied for									
Are you able/willing to travel?			YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?		
Do you have a valid driver's license?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, what class?		
How did you learn about this employment opportunity?			Job Posting on: <input type="checkbox"/> Hays Has Jobs <input type="checkbox"/> Kansas Works <input type="checkbox"/> Nex-Tech			<input type="checkbox"/> Employee Referral _____ (Employee Name)		<input type="checkbox"/> Other : _____	
EDUCATION									
High School			Address						
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College			Address						
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
Other			Address						
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
SKILLS: PLEASE LIST ANY TECHNICAL SKILLS, CLERICAL SKILLS, TRADE SKILLS, ETC., RELEVANT TO THE POSITION YOU ARE APPLYING FOR. PLEASE NOTE YOUR LEVEL OF PROFICIENCY (BASIC, INTERMEDIATE, EXPERT)									

TOOLS & MACHINE OPERATION: PLEASE LIST ALL TOOLS AND MACHINES YOU ARE KNOWLEDGABLE AT OOPERATING. INCLUDE ANY CERTIFICATIONS YOU MIGHT HAVE OBTAINED IN THE PAST.

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

REFERENCES

Please list three professional references. DO NOT INCLUDE FAMILY MEMBERS OR FRIENDS.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Full Name			
Full Name		Relationship	
Company		Phone	()
Address			

DISCLAIMER AND SIGNATURE

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Roofmasters Roofing & Sheet Metal Co., Inc. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Roofmasters Roofing & Sheet Metal Co., Inc. serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Signature

Date