

# James A. Quaglino, Inc.

## APPLICATION FOR EMPLOYMENT

**Equal Opportunity Employer. At-Will Employer**

**Acceptance of this application does not imply or indicate that the applicant will be hired.**

**Resumes will not be accepted in place of a completed application. However, resumes may be attached to this application.**

<b>PERSONAL INFORMATION</b>											
Last Name			First Name			Middle			Date of Application		
Address					State		Zip		Email Address		
Home Phone Number				Cell Phone Number				Other Phone Number			
How were you referred to the company?				Position(s) Applying For				Temporary / Part-Time / Full Time			
Days and hours available for work:				Mon	Tues	Wed	Thurs	Friday	Sat	Sun	Date you can start
Available to work overtime? ( ) Y ( ) N		Are you 18 or older? ( ) Y ( ) N		Salary desired				Ever applied to / worked for Company before?			
Friends, relatives, acquaintances working for Company? ( ) Y ( ) N				If yes, state name & relationship:				If hired, do you have transportation to/from work? ( ) Y ( ) N			
If your position requires that you drive for the Company, you must have a Driver's License in good standing. If no, explain.											
Class A License (3 Axles & Towing) ( ) Y ( ) N				Class B License (3 Axle Truck) ( ) Y ( ) N				Class C License (2 Axle) ( ) Y ( ) N			
If hired, can you present evidence of your US citizenship or proof of your legal right to work in the United States? ( ) Y ( ) N											
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? ( ) Y ( ) N								If no, describe essential functions that cannot be performed:			
Do you speak, write or understand a language in addition to English? ( ) Y ( ) N If yes, please provide details.											
Please indicate your experience and skills with the following: PC/Laptop, Typing, MS Windows, Internet, MS Office, etc...											
Do you have any other experience, training qualifications, or skills that you feel should be brought to our attention, in the case that they make you suited for working with us? ( ) Y ( ) N If yes, please provide details.											
Have you ever been discharged or asked to resign from employment? ( ) Y ( ) N If yes, please provide details.											
<b>EDUCATION</b>											
Type of School		Name and City & State where Located				Number of Years Completed		Did you graduate?	Subjects Studied and/or Diploma Received		
High School											
Junior College/Trade School											
College/University											
Graduate School											

**EMPLOYMENT HISTORY** List below your last four employers, starting with your most recent position. Include any military service assignments. Explain all gaps in employment history.

Length of employment (include Day, Month, Year)	Name and Address and Phone Number of Employer	Position & Supervisor	Reason for Leaving
From			
To			
From			
To			
From			
To			
From			
To			

**REFERENCES** Please include professional references only (not related to you).

Name	Address/Phone	Position	Years Acquainted

**ADDITIONAL INFORMATION** Please present any additional information you feel may be helpful to us in considering your application.

**ROOFING APPLICANTS** Complete this section

How many years have you worked in roofing? \_\_\_\_\_ Check items below that apply to your work history.

JOB TYPE	√WILLING TO LEARN	√NO EXPERIENCE	√SOME EXPERIENCE	√VERY EXPERIENCED
Kettle Man				
Built Up Roofing				
Torch Applied Roofing				
Composition Shingles				
Hand Nailed Comp. Shingles				
Clay & Cement Tile				
Single Ply Roofing				
Below Grade Waterproofing				
Standing Seam Metal				
Seamless Aluminum Gutters				
Roof Maintenance/Leak Repair				
Crew Foreman				

**BUILDING OPERATIONS/LANDSCAPING APPLICANTS** Complete this section

How many years have you worked in building operations/landscaping? \_\_\_\_\_ Check items below that apply to your work history.

JOB TYPE	√WILLING TO LEARN	√NO EXPERIENCE	√SOME EXPERIENCE	√VERY EXPERIENCED
Electrical Repair				
Plumbing Repair				
Painting				
Flooring repair/installation				
Landscape installation/maintenance				
Irrigation installation/repair				
Carpentry				
Tree trimming/pruning				
Drywall repair				
Roof Maintenance/Leak Repair				
Spanish Communication Skills				

**AUTHORIZATION:** I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I acknowledge that James A. Quaglino, Inc. is committed to maintaining a drug free workplace. This commitment may entail a pre-employment, post-offer drug test and any necessary procedures during the term of employment to enforce this policy. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no supervisor, manager, or executive of this company, other than the president has the authority to alter the foregoing.

Signature	Date
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**This application will remain in our "active" file for 3 months, after which a new one must be submitted.**