



## INTRODUCTION

What are you doing about your goals? We are offering a 30-day job position at MRC Inc. If accepted you will receive valuable professional training, framing experience and the ability work on exciting new projects.

**Please contact us with any questions you may have.**

Thank you

## INFORMATION

### Management Structure

There is a Foreman at the head of each crew to help line out plans, insure safety & business policies are kept, and foster growth in each crew member. These Foreman will be your daily trainers and mentors.

### Employment Duration

This 30-day position is an opportunity for you to prove your work ethic, drive, and honesty. There is an opportunity during this temporary position for an additional permeant job offer. Without an additional offer or acceptance your employment at MRC INC. will be over after 30 days.

### Company Policy

All of Mustang Ridge policies, safety requirements and other needed information are explained in the employee binder. If you are accepted please take the necessary time to thoroughly review the content. You will be prompted to sign the back page of the binder signifying you have read and understand the material.

### Vison

Whether your goals are to build the world's largest sky scraper, invent green technologies or pay next month's rent we believe our practical job experience and training will benefit you in any field or direction.

**We look forward to meeting you.**

**OUR PRIDE IS OUR  
PREFORMANCE  
BUILDING SAFE &  
STRAIGHT.**

MRC INC. Framing you can trust.



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Construction.com



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<https://www.fb.com/Mustang-Ridge-Construction-Inc-468634603322753/>



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**4270 25th Ave NE Salem, OR 97301**

**[www.MustangRidgeConstruction.com](http://www.MustangRidgeConstruction.com)**

## EQUIPMENT

For your own safety and ability to work please bring the following tools:



**Close toed shoes, tool pouches, speed square (small preferred), chalk line, cat's paw, tape measure(25'min)**



## Employment Application

Please fill out the following application for this 30-day opportunity and bring it to the office or email it to [Office@MustangRidgeConstruction.com](mailto:Office@MustangRidgeConstruction.com) so we can get to know you. Please attach or submit a resume if you have one. Thank you

### Personal details

First & Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Health Care Provider: \_\_\_\_\_

Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

Are you currently undertaking study/training?  Yes  No

If yes, course/program name: \_\_\_\_\_

Full time  Part time  Distance  Other

Do you agree to have referees contacted in relation to this application?  Yes  No

Please provide personal and work related references.

Name	Contact No.	Position held/working relationship	Office use check initial/date

What type of work are you available for? (tick one)  Full time  Part time  Other

When will you be available for work? \_\_\_\_\_

### Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that this application is for a 30-day position and it does not constitute an offer of employment

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Hiring Check List

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

Please **check** the boxes to ensure each field has been addressed or **write** why not. Thank you

Candidate understands this is a 30-day offer.

If no, explain \_\_\_\_\_

Application

If no, explain \_\_\_\_\_

W-4 Form

If no, explain \_\_\_\_\_

I-9 Form

If no, explain \_\_\_\_\_

Acceptable Identification Documents

If no, explain \_\_\_\_\_

Signed Copy of Hand Book

If no, explain \_\_\_\_\_

Direct Deposit Option

If no, explain \_\_\_\_\_

Driving Hands Free Policy

If no, explain \_\_\_\_\_

Initials of Authorized personal \_\_\_\_\_