



Application for Employment

Tru-Coat, Inc. is an equal employment opportunity (“EEO”) employer, “employment-at-will” employer, and participates in “E-Verify”.

Date: _____ Position applying for: _____

GENERAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email: _____

Have you ever applied to or been employed by Tru-Coat, Inc.? (YES / NO)

Are you at least 18 years old? (YES / NO)

If hired, can you present proof of identify and eligibility to work in the U.S.? (YES / NO)

Answering “yes” to the following question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of violation and position applied for will be taken into account.

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? (YES / NO)

If “YES”, please provide date(s) and details _____

Date available to begin work: _____ Desired salary: _____

Do you have a valid driver’s license? (YES / NO)

Have you had any moving violations in the last 3 years? (YES / NO)

If “YES”, please explain: _____

POSITION REQUIREMENTS

This general laborer position requires strenuous physical activity, such as climbing flights of stairs or ladders, working at heights, kneeling and crawling, lifting heavy items, repetitive lifting, working 9-10 hour days, and other activities. Are you able to perform these tasks with or without reasonable accommodations? (YES / NO) If “NO”, describe the functions that cannot be performed?

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

EDUCATION BACKGROUND

Starting with your most recent school attended, provide the following information:

School (with City, State)	Yrs. Completed	Results	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____	

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information:

Employer _____ Telephone # _____
 Dates employed: Mo. _____ Yr. _____ to Mo. _____ Yr. _____
 Address _____ City _____ State _____ Salary/Wage _____
 Starting job title _____ Final job title _____
 Immediate supervisor _____ May we contact for reference (YES / NO)
 Summarize type of work performed and job responsibilities _____
 Why did you leave _____

Employer _____ Telephone # _____
 Dates employed: Mo. _____ Yr. _____ to Mo. _____ Yr. _____
 Address _____ City _____ State _____ Salary/Wage _____
 Starting job title _____ Final job title _____
 Immediate supervisor _____ May we contact for reference (YES / NO)
 Summarize type of work performed and job responsibilities _____
 Why did you leave _____

Employer _____ Telephone # _____
 Dates employed: Mo. _____ Yr. _____ to Mo. _____ Yr. _____
 Address _____ City _____ State _____ Salary/Wage _____
 Starting job title _____ Final job title _____
 Immediate supervisor _____ May we contact for reference (YES / NO)
 Summarize type of work performed and job responsibilities _____
 Why did you leave _____

REFERENCES

List below three persons *not* related to you who have knowledge of your work performance.

Name	Title	Relationship	Telephone

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Tru-Coat, Inc. is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the Tru-Coat, Inc.'s service, whenever it is discovered.

I expressly authorize, without reservation, Tru-Coat, Inc., its representatives, or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Tru-Coat, Inc., its agents for seeking, gathering and using truthful and non-defamatory information in a lawful manner in the employment process and all other persons, corporations, or organizations as for furnishing such information about me.

I understand that Tru-Coat, Inc. does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by local, state, and federal law.

If hired, I agree to abide by the policies and procedures of Tru-Coat, Inc. I understand that I am free to resign at any time, with or without cause prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period.

If hired, I understand I will be required to provide proof of identity and legal authorization to work in the U.S. and that federal immigration laws require me to complete an I-9 Form. I understand that any employment will be conditioned on a post-offer/pre-employment drug test. Such a test is required. Failure or refusal to take the test will mean that I am disqualified for employment. If I take the test, but fail to pass it, I will be ineligible for employment.

Do not sign until you have the read the above Applicant Statement.

I certify that I have read, fully understand and accept all terms of the Applicant Statement

Signature: _____

Date: _____

Please include the following:

Experience Chart attached: (YES / NO)

Reference Release Form(s) attached: (YES / NO)

Resume attached: (YES / NO) Optional

FOR OFFICE USE ONLY

Hired: (YES / NO) (New Hire / Rehire) Hire Date: _____

If not hired, state reason: _____

Position title: _____

Tru-Coat, Inc. signature: _____ Date: _____

Tru-Coat, Inc. General Contractor
List of Experience

Please check the column that closest describes your experience:

Category	No Experience (Would like to learn)	Some Experience (Still need direction)	Much Experience (Minimal direction needed)	Comments
Supervision				
Survey/building layout				
Plan reading				
Equipment Operation: <i>list</i>				
Concrete work				
Rough carpentry/framing				
Layout walls				
Finish carpentry				
Cabinets/countertops				
Asphalt shingles				
Metal roofing				
Metal/vinyl soffit/metal trim				
Metal/vinyl siding				
Hang doors				
Install windows				
Steel stud framing				
Drywall hang/finish				
Painting				
Other skills: <i>list</i>				
Overall:				
Steel building erection				
Pole building erection				
Residential construction				
Commercial construction				



Reference Release Form

I, _____, hereby give my permission to release information concerning myself to Tru-Coat, Inc. and release the reference giver from all liability associated with this information.

Signature: _____ Date: _____

Applicants complete above dotted line only



TO: _____ SUPERVISOR: _____
 (Company given as reference)

_____ has applied for employment with our company and has listed you as a reference. Please answer the following questions and return via fax, email or USPS. Thank you.

Please Rate:

	Excellent	Good	Fair	Poor
Performance	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Attitude	_____	_____	_____	_____

Would you rehire this person? (YES / NO)

If "NO", please explain:

Other comments:

Signature: _____ Date: _____
 Title: _____