

Andersen Construction
17455 Lakewood Blvd.
Bellflower, CA 90706

Application for Employment

We are an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

Directions: please print and complete this form in ink.

Today's Date: _____

Personal Data

Name: _____

LAST FIRST MIDDLE

Place of Residence: _____

Daytime Phone Number: _____ Evening: _____

Who Referred You? _____

Position Desired (1) _____ (2) _____

Have you applied here before? _____

Social Security Number ____ - ____ - ____

Driver's License: State: ____ Number: _____

If hired, and under 18, can you furnish a work permit? _____

If hired, can you submit verification of your legal right to work in the United States? Yes / No (circle one)

Employment Data

- Desired Hourly Rate: _____/hr.
- Date available for work: _____ Total hours available per week: _____
- Type of hours desired: Full-time _____ Part-time _____ Days _____ Temp _____
- Will you work overtime, if necessary? _____ How many hours per week? _____
- Are there any days or hours you are unable or unwilling to work? If yes, write specifics: _____
- _____
- Do you have transportation to/from work? Yes / No (circle one)
- What is the most time you wish to spend commuting to work? _____
- Will you travel, if necessary? Yes / No (circle one)
- Clothing Sizes: Boots: _____ Pants: _____ T-Shirt: _____
- Have you ever been convicted of any crime, excluding convictions for marijuana related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court? (Note: A yes response does not automatically disqualify your application.) If yes, please explain: _____

Education

Circle highest grade completed: High School: 9 10 11 12

College, Trade or Business: 1 2 3 4

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			

Working Skills

Can you perform any of the following:

- | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Sales | <input type="checkbox"/> Carpentry | <input type="checkbox"/> T-Bar |
| <input type="checkbox"/> Estimating | <input type="checkbox"/> Rough | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Finish | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Prep work | <input type="checkbox"/> Studs | <input type="checkbox"/> Cabinetry |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Drywall | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Hot | <input type="checkbox"/> Taping | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Composition | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Metal Work | <input type="checkbox"/> Concrete | <input type="checkbox"/> Carpeting |
| <input type="checkbox"/> Demo Work | <input type="checkbox"/> Vinyl Floor | <input type="checkbox"/> Forms |

List all other jobs and amount of experience you have relating to construction: Residential and Commercial.

Employment References

1. Current or Last Employer _____ Dates: ____ to ____
Business Type _____ Supervisor's Name _____
Address _____ Phone _____
Job Title _____ Salary _____
Reason for leaving _____
Job Duties _____
2. Previous Employer _____ Dates: ____ to ____
Business Type _____ Supervisor's Name _____
Address _____ Phone _____
Job Title _____ Salary _____
Reason for Leaving _____
Job Duties _____
3. Previous Employer _____ Dates: ____ to ____
Business Type _____ Supervisor's Name _____
Address _____ Phone _____
Job Title _____ Salary _____
Reason for leaving _____
Job Duties _____

Yes No

- May we contact your current employer for references?

In Case of Emergency Please Notify:

Phone No: _____

Andersen Construction Rules and Regulations

1. Dress Code – company will supply T-shirts, employees are to purchase jeans or khaki pants and construction slip-resistant work boots. Painters wear white pants and shirt
2. No arguing or fighting with anyone, no loud music. Must have a respectful attitude. Smoking is permitted on breaks in designated areas only.
3. No leaving a jobsite except for lunch; leaving for breaks is not permitted. No alcohol or drugs on or near jobsites.
4. If there is any interference with you doing your job by employees, subcontractors, tenants, inspector or owner, call your Project Manager A.S.A.P.
5. You must have your own transportation and miscellaneous work tools.
6. If the jobsite is 1 hour away, I will pay driving time for 1 way only. Start time is 7 am.
7. Time cards are to be in by Monday at the latest. Write in what job you were on and work you performed. Also state any extra work not on the contract. Fill out time cards completely. Not performing these simple steps can result in you not being paid on time.
8. Please keep your jobsite clean daily. (Last 10-30 minutes of day)
9. Call your Project Manager if there is any problem doing your job. If the customer needs more help than you can offer, or if they want extra work done, instruct them to call the office. Any extra work needs to be authorized and signed by the owner on a Change Order form.
10. Call in any materials or tools needed in advance. They will be dropped off or made available. The voicemail system is on 24 hours a day. Please use it for work updates and materials to be ordered. Preplan your job, preorder and pick up your materials daily.
11. Meetings are held in the office once a month or whenever needed.
12. Please do not go to work if you are not sure what is expected of you. Call your Project Manager or office or check the written contract.
13. If you need help on a job, call and ask for help or instruction. Otherwise, do not perform your work wrongly or poorly. You will be asked to fix it on your own time.
14. For legal and business reasons, we prefer no side work or “moonlighting”. We want you to be a part of our team.
15. Your driving record will be checked. We need you to be able to be insured to drive our trucks.
16. Driving under the influence is grounds for termination.
17. There is a 2 ticket allowance, or you will be let go for insurance reasons. If you drive your own vehicle, you must show proof of insurance.

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the Company, I shall be subject to dismissal, if any information that I have given in this application, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason, I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9

I hereby acknowledge that I have read and agree to the above statements.

Signature _____

Date _____

A little bit of information about our company:

1. Our company has been in business since 1976. 99% of our work is from word of mouth. If you are part of the company, we want you to take part in the entire aspect of Quality Service, Customer Satisfaction, and Team Work.
2. Company shuts down between Christmas and New Year's Day, or 2 4-day weekends, if holidays fall on the weekends.
3. We are open for suggestions on improving company, productivity, customer relations, etc. Any knowledge you can give from past experience may be beneficial.
4. We would like to offer extra incentives for salesmanship. Listed below are percentages you can earn by job referrals. Even if we are on a job and neighbors come by. Employees will split profit. Percentage is of the profit, not the total job.

\$0-10,000.00	20% of profit
\$10-30,000.00	15% of profit

All you have to do is get the customer to call me. Management will take it from there. Otherwise, fill out a lead sheet and take it to the office A.S.A.P.

Benefit Package (for full-time employees)

1. Paid holidays after 12 months.
 - a. Holidays paid: July 4th; Thanksgiving (2 days off, 1 paid); December 25th, and Birthdays.
2. Vacation:
5 days after 1 year full time employment
10 days after 3 years
12 days after 5 years
15 days after 10 years
3. Special perks:
 - a. 1 week off or 2 4-day weekends at Christmas and New Year's.
 - b. No work on Sundays, unless there is an emergency.
 - c. Memorial Day off (not paid)
 - d. Labor Day off (not paid)
 - e. New Year Day off (not paid)
4. Retirement – Brochures are available for you to purchase a retirement plan. We can help you plan it.
5. Bonuses paid for leads you bring in which we get a job from. We will also compensate you for great ideas brought into the company.
6. Friendly working environment.
7. Dental allowance of \$200 per year. Funds not spent will be dispersed based on bills submitted at the end of the year and availability of funds.
8. Eye Vision allowance of \$200 per year. Funds not spent will be dispersed based on bills submitted at the end of the year and availability of funds.
9. Direct Deposit being implemented.