

# Building Installation Group I, Inc.



## Employment Application

Building Installation Group I, Inc. (the "Company") is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

### Personal Information

First Name and Middle Initial

Last Name

Address

Phone Number

Email

Position Applied for

Date Available

Are you legally eligible to work in the U.S.?

☐ Yes ☐ No

Are you 18 years of age or older?

☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

If so, may we contact your current employer?

☐ Yes ☐ No

Are you able to travel for extended periods of time?

☐ Yes ☐ No

Likelihood of driving a company vehicle is probable. Do you have a regular, valid driver's license?

☐ Yes ☐ No

Will you be able to perform the essential job functions for the position you are applying for, with or without reasonable accommodation? If no, please explain.

☐ Yes ☐ No

How were you referred to Building Installation Group I, Inc.?

### Emergency Contact Information

Name

Phone Number

Address

Relationship to Employee

### Education

	Name and Location of School	Years Completed	Degree or Diploma	Course of Study
High School or last grade completed				
College or Technical School				
Other Schooling or Training				

### Employment History: Record of past two employers, list positions starting with most recent.

Company

Phone Number

Address

Position/Title

Salary

Employed from \_\_\_\_\_ to \_\_\_\_\_  
(MM/YYYY) (MM/YYYY)

Company

Phone Number

Address

Position/Title

Salary

Employed from \_\_\_\_\_ to \_\_\_\_\_  
(MM/YYYY) (MM/YYYY)

**References:** List 2 professional references, do not include relatives.

Name	Phone
Occupation	Years Known
Name	Phone
Occupation	Years Known

**Experience:** Check your experience/skill level obtained in the following areas. You may add comments to explain.

Skill	None	Limited	Extensive	Comments
<b>Carpentry Skills</b>				
Metal racking installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hanging aerial signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of casework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of wood and plastic laminate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Trim/Millwork Carpenter Skills</b>				
Installation of crown moldings: butt joint, miter joint, outside corner miter and scarf joint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scribing of casings and moldings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of wood base and casings: butt joint, miter joint, outside corner miter and scarf joint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of interior and exterior doors and hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Drywall/Metal Stud Framing Skills</b>				
Drywall Installer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taping Drywall Finisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metal Stud Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Flooring Skills</b>				
Carpeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hardwood Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceramic Tile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VCT Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheet & Luxury Vinyl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Glass and Glazing Skills</b>				
Glass and Glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Construction of Technical Skills</b>				
Understands and can interpret blueprints and as-built, qualifies and adheres to required construction specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Computer Skills</b>				
Basic Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Area of Special Skills or Training</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Job Safety**

	Yes	No		Yes	No
Do you have a current CPR certification?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have certification for forklift operation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a current First Aid certification?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have certification for aerial lift operation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an OSHA 10-hour training?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a CDL License?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an OSHA 30-hour training?	<input type="checkbox"/>	<input type="checkbox"/>			

**Voluntary Self Identification Form**

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to invite applicants to self-identify gender and race and complete a Voluntary Self Identification Form each year. Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. The information requested below is used by Building Installation Group I, Inc. only as it related to our Affirmative Action plan and will be kept separate from all other personnel records only accessed by the Human Resources Department.

Name	Decline Self- Identification I do not wish to self-identify <input type="checkbox"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Race/Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American (Not Hispanic or Latino) <input type="checkbox"/> Asian (Not Hispanic or Latino)		
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (Not Hispanic or Latino)		
<input type="checkbox"/> Two or More Races (Other than Hispanic or Latino)		

**Statement**

The above information is true and correct. I understand that, 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 is false or misleading, or if I have failed to give any information herein requested, 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. 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 an 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. I hereby acknowledge that I have read and agree to the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_