

Single Ply Division

Company Name

Modern Roofing, Inc.

EMPLOYMENT APPLICATION

NAME	SOCIAL SECURITY NUMBER
(last) _____ (first) _____ (middle) _____	
ADDRESS	
(street) _____ (city) _____ (state, zip) _____	
PHONE NUMBER	ARE YOU LEGALLY ALLOWED TO WORK IN THE U.S.? YES NO

EMPLOYMENT DESIRED

POSITION APPLYING FOR _____	DATE YOU CAN START _____	SALARY DESIRED \$ _____
ARE YOU CURRENTLY EMPLOYED? YES NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES NO	IF YES, WHEN? _____	
DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION? YES NO		
ARE YOU WILLING TO WORK <u>OUTSIDE</u> A 50-MILE RADIUS OF GRAND RAPIDS? YES NO		
IF WILLING TO WORK OUT OF TOWN, ARE YOU WILLING TO STAY OUT OF TOWN WHILE WORKING? YES NO		
DO YOU KNOW ANYONE WHO WORKS FOR US? YES NO		
IF YES, WHO DO YOU KNOW? DID ANYONE REFER YOU TO US? YES NO		
IF YES, WHO REFERRED YOU?		

PREVIOUS EMPLOYMENT

LIST MOST RECENT EMPLOYMENT FIRST

COMPANY NAME	COMPANY PHONE	DATES WORKED
		FROM _____ TO _____
POSITION HELD	ENDING WAGE	REASON FOR LEAVING
	\$ _____	
COMPANY NAME	COMPANY PHONE	DATES WORKED
		FROM _____ TO _____
POSITION HELD	ENDING WAGE	REASON FOR LEAVING
	\$ _____	

ANSWERS TO THE FOLLOWING QUESTIONS ARE REQUIRED

CAN YOU PERFORM THE ESSENTIAL DUTIES OF THE JOB IN WHICH YOU WISH TO BE EMPLOYED, WITH OR WITHOUT ACCOMMODATION? IF NO, PLEASE DESCRIBE ACCOMMODATION(S) REQUESTED			
YES NO	_____		
HAVE YOU EVER BEEN CONVICTED OF A CRIME?	IF YES, PLEASE EXPLAIN		
YES NO	_____		
EDUCATION COMPLETED (PLEASE CIRCLE ONE)	High School	Associate Degree	Bachelor Degree Post Grad Degree
IN CASE OF AN EMERGENCY, NOTIFY:			
NAME	RELATIONSHIP	()	PHONE

BUSINESS REFERENCES

PLEASE LIST 2 BUSINESS REFERENCES	
1. _____	2. _____
NAME	NAME
_____	_____
PHONE NUMBER	PHONE NUMBER
_____	_____
COMPANY AND JOB TITLE	COMPANY AND JOB TITLE

EXPERIENCE

DO YOU HAVE EXPERIENCE IN SINGLE PLY APPLICATION?

YES

NO

IF YES, PLEASE CONTINUE

HOW LONG HAVE YOU BEEN APPLYING SINGLE PLY? _____

WHAT MANUFACTURERS HAVE YOU APPLIED? _____

WHAT SYSTEMS HAVE YOU APPLIED? _____

WHAT TYPE OF ROOFING HAVE YOU MOST RECENTLY APPLIED? _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION, I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

Applicants Signature: _____ **Date:** _____

THIS FORM HAS BEEN DESIGNED TO COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF AN APPLICANT'S SEX OR MINORITY STATUS. QUESTIONS DIRECTLY OR INDIRECTLY REFLECTING SUCH STATUS HAVE BEEN INCLUDED ONLY WHERE NEEDED TO DETERMINE A BONAFIDE OCCUPATIONAL QUALIFICATION OR FOR OTHER PERMISSIBLE PURPOSES, SUCH QUESTIONS ARE APPROPRIATELY NOTED ON THE APPLICATION.

Do not write below this line

For Office Use

Interviewed by: _____ Date: _____

Hired? Yes _____ No _____ If Yes, Start Date: _____

Rate of Pay: \$ _____ per _____

Comments: _____

Investigative Consumer Report/Consumer Report Authorization

This is to notify you that a Consumer Report and/or Investigative Consumer Report will be conducted on you for employment purposes.

By signing the release below, I hereby authorize Modern Roofing, Inc., to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city state, county, and federal courts, and military services to release information about my background including, but not limited to, information about employment, education, consumer credit history, driving record, criminal record and general public records history to Modern Roofing, Inc.

I release from all liability all persons, companies, schools supplying such information. I indemnify Modern Roofing, Inc. against any liability, which may result from making such requests. This release shall remain in effect for the length of my employment. I understand and I may have a right to request additional disclosures regarding the nature and scope of the investigation. I also understand that I will be given a copy of the consumer report and a written description of my rights under the Fair Credit Reporting Act.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name: _____ Social Security Number: _____

Other Names Used: _____ Date of Birth: _____

Address: _____ City, State, Zip: _____

Drivers License Number & State: _____

Applicants Signature: _____ **Date:** _____