



Building Professionals Inc.

Design - Build - Remodel

*Professional Building & Remodeling
One Home at a Time. Yours.*

This Company is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED

Name: _____ Street Address: _____

Last First M Apt # Or Box _____

City _____ State _____ Zip _____

Telephone (_____) _____ - _____ **18 or older? () Yes () N**

- Were you known to any employer, school or reference by another name? () Yes () No
- If Yes, indicate other name: _____
- **Position for which you are applying:** _____
- What wage/salary do you expect? \$ _____ per _____
- **If hired, when could you start work?** _____
- **Have you ever been employed by this company before?** () Yes () No
- If Yes, when and where? _____
- Who referred you to this company for employment? _____

Names of friends or relatives working for the Company (list name(s) and relationship):

- **Do you have transportation to work?** () Yes () No
- Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? () Yes () No
If Yes, provide details: _____
- **Have you ever been discharged (or terminated) by a former employer?** () Yes () No

If Yes, explain: _____

CERTAIN POSITIONS WITHIN THE COMPANY REQUIRE USE OF A CAR OR OTHER MOTORIZED VEHICLE. IF USE OF SUCH A VEHICLE WERE REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING.....

- Do you have a valid Driver's License? () Yes () No If No, can you obtain one? () Yes () No
- Do you have access to a car or other motorized vehicle? () Yes () No
- Do you or can you get liability insurance on such a vehicle? () Yes () No

YOUR DRIVING RECORD WILL BE CHECKED IF YOU DRIVE A COMPANY VEHICLE.

EDUCATION:

High School _____ Address _____

City _____ State _____ Zip _____ Last grade completed _____

Grade Point Avg: _____ Did you graduate? () Yes () No **Still Enrolled?** () Yes () No

Trade or College _____ Address _____

City _____ State _____ Zip _____ Last grade completed _____

Course/Major _____ Degree(s) or Certification(s) _____

Grade Point Avg: _____ Did you graduate? () Yes () No **Still Enrolled?** () Yes () No

EMPLOYMENT HISTORY: (start with most recent employer)

Company _____ Address _____

City _____ State _____ Telephone _____ Job Title _____

Dates Worked: From _____ To _____

Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____

City _____ State _____ Telephone _____ Job Title _____

Dates Worked: From _____ To _____

Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____

City _____ State _____ Telephone _____ Job Title _____

Dates Worked: From _____ To _____

Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

- *DURING THE LAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? () YES () NO
IF YES, DESCRIBE: _____

* A conviction will not necessarily bar you from employment. Also, see applicable state restrictions below.

MILITARY SERVICE:

Branch _____ Date [Entered _____ Discharged _____] RANK _____

Do you have service-related skills applicable to civilian employment? () Yes () No

If Yes, describe: _____

ADDITIONAL INFORMATION: (all applicants)

List additional training or experience

MASSACHUSETTS EMPLOYMENT ONLY:

AN APPLICANT FOR EMPLOYMENT WITH A SEALED RECORD ON FILE WITH THE COMMISSIONER OF PROBATION MAY ANSWER "NO RECORD" WITH RESPECT TO ANY INQUIRY HEREIN RELATIVE TO PRIOR ARRESTS, CRIMINAL COURT APPEARANCES OR CONVICTIONS. IN ADDITION, ANY APPLICANT FOR EMPLOYMENT MAY ANSWER "NO RECORD" WITH RESPECT TO ANY INQUIRY RELATIVE TO PRIOR ARRESTS, COURT APPEARANCES AND ADJUDICATIONS IN ALL CASES OF DELINQUENCY OR AS A CHILD IN NEED OF SERVICES WHICH DID NOT RESULT IN A COMPLAINT TRANSFERRED TO THE SUPERIOR COURT FOR CRIMINAL PROSECUTION.

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES.

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with this company solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its employees. At this Company, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and this Company retains the same rights. I further understand and agree that the Owner/President of this Company is the only person who may

make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Owner/President of this Company.

If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under this state's law.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that the Company and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, the Company may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: This Company does not hire persons who use illegal drugs. All persons seeking employment or employed with this Company may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by the Company, and further consent to have the specimen tested at a laboratory selected by the Company. I hereby certify that I (check one) do _____ or do not _____ use illegal drugs.

Signature _____ Date _____

**DISCLOSURE TO EMPLOYMENT APPLICANT
REGARDING PROCUREMENT OF
CONSUMER REPORT**

In connection with your application for employment and as part of the process of considering your candidacy as an employee, we may procure, or cause to be procured, a consumer report on you. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

Print Name

Social Security Number

Applicant's Signature Date

Applicant's Date of Birth***

*** (DATE OF BIRTH IS REQUIRED AS AN IDENTIFIER TO REQUEST CRIMINAL RECORDS ONLY. THIS COMPANY DOES NOT DISCRIMINATE BASED ON AGE.)

BASIC SKILLS QUESTIONNAIRE

You may use the right margin to perform any calculations you need to answer the questions.

1. Seventeen minus .21 equals:

- A. 1.679
- B. 16.79
- C. 167.9
- D. 1679

2. You have in your cash drawer a 10 dollar bill, 3 five dollar bills, 8 one dollar bills, 12 quarters, 5 dimes, and 10 nickels. How much do you need to remove to have only 30.00 in the cash drawer?

- A. \$7.00
- B. \$17.00
- C. \$0
- D. \$2.00

3. If a microwave oven takes 12 seconds to cook 1 sandwich, 4 additional seconds to cook 2 sandwiches, and 1 additional second for every sandwich after that, how long does it take to cook 5 sandwiches at once?

- A. 19 seconds
- B. 17 seconds
- C. 30 seconds
- D. 18 seconds

4. Seventeen cartons of cigarettes were in stock at the beginning of the day. 13 cartons were sold. With 10 packs of cigarettes to a carton, how many packs of cigarettes were in stock at the end of the day?

- A. 35
- B. 23
- C. 50
- D. 40

5. Item A sells for 11¢. Item B sells for 23¢. Item C sells for \$1.28. How much would 1 of item C, 3 of item A, and 10 of item B sell for?

- A. \$3.47
- B. \$2.61
- C. \$2.90
- D. \$3.91

6.If there are 100 items in inventory at the beginning of the month and 64 of them are sold, how many new items must be added to the inventory to bring it up to 85?

- A. 39
- B. 24
- C. 49
- D. 15

7.Suppose a customer buys 4 packs of batteries. Each sells for \$2.58. However, you mistakenly charge only \$2.49 per pack. How much was the customer undercharged?

- A. 46¢
- B. 36¢
- C. 14¢
- D. 24¢

8.If 50 pennies make up a roll, and you have 1648 pennies, how many complete rolls can you make?

- A. 8
- B. 16
- C. 32
- D. 64

9.Eight times .44 equals:

- A. 4.02
- B. 3.52
- C. 8.84
- D. 3.22

10.If a product costs \$4.00 and the price is being increased by 10%, how much will the new cost be?

- A. \$4.40
- B. \$4.65
- C. \$4.25
- D. \$5.00

11.You ring up \$6.27 worth of merchandise for a customer. The customer only has \$5.00. He puts back 1 item worth \$1.84. How much is his change?

- A. 62¢
- B. 92¢
- C. 37¢
- D. 57¢

DESTROY THIS FORM AFTER KEYING

KEY - BASIC SKILLS

B

A

A

D

5. D

6. C

7. B

8. C

B

A

D