



Indiana Application for Employment

Date: _____

Applications will be considered only when all questions are answered. It is our policy to recruit and hire without regard to race, color, religion, national origin, ancestry, military status, unfavorable discharge from military status, sex, marital status, disability, order of protection status, age, sexual orientation, pregnancy, or any other characteristics protected by federal, state or local laws. Schillings is an equal opportunity employer.

Personal Information

Last Name		First Name		Middle Initial (Maiden Name)	
Street Address		How long at this address?	Email Address		Home Phone
City		State	Zip		Cell Phone
Description of position you are applying for: ____ Full-time ____ Part-time ____ Temporary				Do you have a valid driver's license? ____ Yes ____ No	
List any reasons that you would not be able to perform the functions of this job, with or without any reasonable accommodations:					
How were you referred to us? ____ Newspaper ad ____ School ____ On my own ____ Schillings Employee ____ Agency ____ Other					
Name of referral source:					
Have you ever been convicted of a crime? ____ Yes ____ No			If yes, describe each conviction, including dates		
Do any of your relatives work here? ____ Yes ____ No			Have you worked for us before? ____ Yes ____ No		
If yes, give name and relationship.			Will you now or in the future require sponsorship to work in the USA? ____ Yes ____ No		

Education

Type of School	Name & Address	Period enrolled From: mm/yy To: mm/yy	Type of course/maj	Graduated?	Degree received
High School					
College					
Other					

Skills

Typing speed _____ words per minute					
Software I am proficient in: <input type="checkbox"/> Windows <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> AutoCad <input type="checkbox"/> 20/20					
Other Business machines and computer programs you can operate:					

References

List Professional References other than relatives	Occupation	Address	Phone #

Employment History

Present or most previous employer	Address (Street, City, State)	Phone #	
Employment Dates (mm/yy) From: _____ To: _____	Your supervisor's name		
Title/Responsibilities	Income: Start	Income: End	
Why did you leave this job? (or why do you want to?)			
First previous employer	Address (Street, City, State)	Phone #	
Employment Dates (mm/yy) From: _____ To: _____	Your supervisor's name		
Title/Responsibilities	Income: Start	Income: End	
Why did you leave this job?			
Second previous employer	Address (Street, City, State)	Phone #	
Employment Dates (mm/yy) From: _____ To: _____	Your supervisor's name		
Title/Responsibilities	Income: Start	Income: End	
Why did you leave this job?			

General

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc. (You may exclude all information indicative of race, color, religion, national origin, ancestry, military status, unfavorable discharge from military status, sex, marital status, disability, order of protection status, age, sexual orientation, pregnancy, or any other characteristics protected by federal, state, or local laws).

Note: Schillings is a Drug Free Workplace. We drug test before and after employment begins.

If you are hired and fail a drug test, the testing fee of \$75.00 will be deducted from your paycheck

_____ Initial

Note: Schillings is a Smoke Free Environment

Due to the nature of our business, smoking on property will result in immediate termination.

_____ Initial

Note: A copy of your valid driver's license may be required as a condition of employment (required for most positions)

_____ Initial


Please Read

I hereby authorize this employer to make inquiries not limited to but including previous employers, schools, and investigative or credit agencies. I understand I have the right to request information about the nature and scope of any such investigation. I agree to take a physical examination, if requested, by a company approved doctor at the expense of the company, and understand that such examination may include tests for use of illegal drugs. I will not be hired if I refuse to take the drug test or take the test and fail it. By signing this application, I affirm that all statements herein, (and in my resume if any, along with potential interview) are TRUE, and misrepresentation of facts will subject me to discipline, up to and including termination. I further agree to abide by all rules and regulations upon becoming an employee of this company with the understanding that the violation of any of these rules and regulations will subject me to discipline, up to and including termination. Upon the end of my employment, I agree to complete an exit interview before my final paycheck will be issued to me. I further understand that if an offer of employment is made I will be required to submit documentation which will verify that I am a citizen or national of the United States, an alien lawfully admitted for permanent residence or an alien authorized to be employed in the United States.

Signature: _____ Date: _____

Application Questionnaire

Please answer all of the following and show your work

<p>1. If a customer receives a 15% discount on an \$875.00 item, what will their final cost be? _____</p>	<p>2. Your customer is looking for new flooring for their kitchen. The room is 14' x 24'. 4 boxes of flooring will cover 100 sq. ft. How many boxes will be needed to cover the kitchen floor? _____</p>	<p>3. A builder wants to purchase countertops that are 15' long and 24" deep, plus an island countertop that is 48" x 36", how much total square footage will be needed for this? _____</p>
<p>4. How many studs are needed if the exterior walls of a house are 48' x 70' with studs placed 16" on center? _____</p>	<p>5. A customer just installed 6 new windows in his house. Two of the windows frame measurements are 36"W x 48" H and the other 4 windows are 24"W x 42" H. How many lineal feet of casing do you need to trim the outside edge of the windows? _____</p>	<p>6. Your customer has a ceiling that is 12' high and wants to purchase new cabinetry. They would like to order base cabinets 34-1/2" high, 42" high wall cabinets, and have an 18" space between the 1-1/2" thick countertop and the wall cabinets. They also want a 3" crown on the wall cabinets. What is the distance from the top of the crown to the ceiling? _____</p>
<p>7. How many pieces of 4' x 12' drywall is needed for the ceiling of a house 40' x 70'? _____</p>		
<p>8. Mark on the tape measure 2"; 3-5/8"; 4-1/4"; and 6-1/2"</p> 		
<p>9. What did you like least/best about your last job?</p>		
<p>10. Describe your greatest accomplishment:</p>		