

Thank you for applying!

Please fax the completed resume to (319) 377-9085 or email it to employment@hameshomes.com



APPLICANT INFORMATION											
Last Name*			First*			M.I.		Date			
Street Address						Apartment/Unit #					
City			State			ZIP					
Phone			E-mail Address								
Date Available			Social Security No.			Desired Salary					
Position Applied for*											
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been arrested?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
EDUCATION											
High School			Address								
Number of Yrs. Completed			Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
College			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
REFERENCES											
<i>Please list three professional or personal references.</i>											
Full Name			Relationship								
Company			Phone								
Full Name			Relationship								
Company			Phone								
Full Name			Relationship								
Company			Phone								
MILITARY SERVICE											
Branch						From		To			
Rank at Discharge						Type of Discharge					
If other than general, explain											

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

OFFICE/COMPUTER SKILLS	
<input type="checkbox"/> Personal Computer	<input type="checkbox"/> Accounting Software _____
<input type="checkbox"/> Windows	<input type="checkbox"/> Typing WPM _____
<input type="checkbox"/> Microsoft Office Word	<input type="checkbox"/> Copier/Fax/Printer
<input type="checkbox"/> Microsoft Office Excel	<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Microsoft Office Outlook	<input type="checkbox"/> Payroll
<input type="checkbox"/> Microsoft Office Other _____	<input type="checkbox"/> Other _____

MAINTENANCE/SERVICE SKILLS

Please complete the following: Please check the column that closest describes your experience:

	No Experience (would like to learn)	Some Experience (still need direction)	Much Experience (minimal direction needed)	Comments
Supervision				
Equipment operation – list type				
Equipment maintenance – list type				
Shingle Installation and Repair				
Vinyl siding & soffit/fascia installation				
Install ABS-PVC drain lines				
Vinyl skirting installation				
Carpet installing, seaming				
Plumbing, faucet, toilet, W/H install				
Electric lights receptacles, switch install				
Basic electric theory use of multi-meter, schematics, troubleshooting				
Rough carpentry				
Basic carpentry, trim and installation				
Hang doors, interior/exterior				
Wallboard replacement				
Drywall repair and texturing				
Cabinet installation				
Installing and repairing laminate				
Window glazing & screen repair				
Painting				
Ceiling work				
Mobile home installation				
Mobile home repair				
Vehicle Repair				
Apartment Maintenance				
Landscaping/mowing				
Operation of power tools, please list				
Operation of pneumatic tools, please list				
Other skill? – please list				
Other skill? – please list				
Other licenses, permits and certifications				

DRIVERS LICENSE INFORMATION

If driving background check is required, please provide: Driver's License # _____ State _____

Class A CDL? Yes No

Current DOT Physical? Yes exp. date _____ No

I understand that if my job duties include driving a vehicle over 10,000 pounds, I will be required to complete and pass a physical exam and drug/alcohol test. I further authorize any health care professional or testing facility which performs such an examination or who has other information concerning my physical, mental or other medical status to release such information to the company.

I certify that I have read and understood the above statement. I certify that the answers given herein are true and complete.

Signature of Applicant*

Date

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application

Date of Birth: _____ If needed for background check (Month/day only is acceptable)

ABILITY TO FULFILL JOB REQUIREMENTS

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing, in a reasonable manner, with our without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I agree, authorize and understand that Hames or its agents may investigate my background to ascertain any and all information of concern to my record, including a criminal background check. I authorize and release employers, schools, government agencies and persons named herein from all liability for any damages on account of furnishing such information.

I also agree and understand that under the Fair Credit Reporting Act, Public Law 91-508, I have been informed that this investigation may also include a Consumer Report, including information regarding my character, general reputation, personal characteristics and mode of living.

I agree to complete such examinations as may be required to complete my employment file.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Hames is of an "AT WILL" nature. This means that I may resign at any time and Hames may discharge me at any time with or without cause. I further understand that this "AT WILL" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Hames.

Signature*

Date