

**RESIDENTIAL \* COMMERCIAL \* METAL BUILDING SYSTEMS \* CONCRETE**

**118 Port Kenyon Road  
Ferndale, CA 95536  
Phone 707-786-5450  
fax 707-786-4566**



(Please print plainly)

**PERSONAL**

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Present Address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip Code)

How many years have you lived at this address? \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Previous Address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip Code)

How many years? \_\_\_\_\_

Position applying for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ Per \_\_\_\_\_

Position applying for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ Per \_\_\_\_\_

Do you want to work  Full Time  Part Time

How did you learn of this opening? \_\_\_\_\_ Referred By \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Position held \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

List any friends or relatives working for us \_\_\_\_\_

Are there any experiences, skills or qualifications you feel would especially benefit DCI BUILDERS?

Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you own any of your own tools? \_\_\_\_\_ If yes, please list 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Can you perform the functions of the job you are applying for with or without accommodation?

\_\_\_\_\_

\_\_\_\_\_

**Persons to be notified in case of an emergency**

Phone number

(\_\_\_\_)\_\_\_\_\_ Name\_\_\_\_\_

Relationship\_\_\_\_\_ Address\_\_\_\_\_

**ADDITIONAL INFORMATION**

1. What kind of jobs have you had during the past five years?\_\_\_\_\_

\_\_\_\_\_

2. At how many places have you lived during the past five years? In what cities were they located?\_\_\_\_\_

\_\_\_\_\_

3. What is the longest time you have ever been out of work? If for a long period, how did you finance yourself?\_\_\_\_\_

\_\_\_\_\_

4. What kind of work do you do best?\_\_\_\_\_

\_\_\_\_\_

5. What kind of work do you like least?\_\_\_\_\_

\_\_\_\_\_

**INTERVIEW IN WRITING**

Note: Tell us what you can, without spending too much time on any one question. These questions will give you an opportunity to freely express your opinions, ideas and outlook in a number of areas.

1. Among the previous jobs listed, which one did you like best and why?\_\_\_\_\_

\_\_\_\_\_

2. What was the most interesting or stimulating part of any job you have had?\_\_\_\_\_

\_\_\_\_\_

3. Among the previous jobs, which one did you like least and why?\_\_\_\_\_

\_\_\_\_\_

4. What was the most monotonous, dull or boring part of any job you have had?\_\_\_\_\_

\_\_\_\_\_

5. If you had your way about it, and could have the job of your dreams, what would it be? \_\_\_\_\_  
\_\_\_\_\_
6. On your present or last job, what could the company do, or have done, to affect improvement in your work? \_\_\_\_\_  
\_\_\_\_\_
7. How did you obtain your last job? \_\_\_\_\_  
\_\_\_\_\_
8. What do you consider your most important asset for success? \_\_\_\_\_  
\_\_\_\_\_
9. How did you come to make your present occupational choice in this company? \_\_\_\_\_  
\_\_\_\_\_
10. What type of construction work do you have experience with? \_\_\_\_\_  
\_\_\_\_\_
11. Is there anything else you would like to tell us about yourself, that upon hiring you, would be an asset to DCI Builders for which this form has not provided space? \_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

High School \_\_\_\_\_  
(Name) (Address)

Years in attendance: From \_\_\_\_\_ to \_\_\_\_\_ Graduated YES  NO

College \_\_\_\_\_  
(Name) (Address)

Years in attendance: From \_\_\_\_\_ to \_\_\_\_\_ Graduated YES  NO

Did you take any construction or wood shop classes in High School or College? YES  NO

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE RECORD**

Have you ever served in the armed forces? YES  NO  If yes, what branch? \_\_\_\_\_  
Are you presently in the Service? YES  NO  Reserve Unit? YES  NO   
Meeting dates \_\_\_\_\_  
Dates of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at present discharge \_\_\_\_\_

**PERSONAL REFERENCES** (excluding former employers or relatives)

---

(Name)	(Occupation)	(Address)	(Telephone)
--------	--------------	-----------	-------------

---

(Name)	(Occupation)	(Address)	(Telephone)
--------	--------------	-----------	-------------

**PRIOR WORK HISTORY** (List in order, last or present employer first)

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_ per \_\_\_\_\_  
Name/Address of employer \_\_\_\_\_ Phone \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_ per \_\_\_\_\_  
Name/Address of employer \_\_\_\_\_ Phone \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_ per \_\_\_\_\_  
Name/Address of employer \_\_\_\_\_ Phone \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**STATEMENT & AUTHORIZATION TO RELEASE INFORMATION**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The American Disabilities Act of 1900 prohibits discrimination on employment because of physical or mental impairment. The laws of some states prohibit some or all of the above mentioned types of discrimination.

**Please read this statement carefully before you sign and date this form.**

No employee, applicant, or candidate for promotion, training, or other advantage (shift scheduling, premium-pay work, vacation scheduling and any other employment activity) shall be discriminated against (or given preference) because of race, color, religion, sex, age, physical impairment, or national origin.

It is agreed and understood that, if hired, the applicant may terminate his/her employment with DCI Builders at any time, for any reason or no reason, and with or without notice to DCI Builders. It is also agreed and understood that DCI Builders may terminate applicant's employment at any time, for any reason or no reason, and with or without notice. Employment with DCI Builders is for no specified term.

The applicant understands that this document supersedes all prior understandings or agreements of the parties. The applicant has not been induced to enter into employment by any other representation or warranty outside those expressly set forth in this document. The applicant understands that no one other than Dennis DelBiaggio has the authority to alter this policy of "at-will" employment. Further, any change of that policy must be in writing and signed by Dennis DelBiaggio.

"I certify that all answers given by me on this application are true, and complete to the best of my knowledge. I acknowledge notice that the information contained in this application is subject to verification. I agree that, if hired, my continued employment by the Company may be contingent upon the accuracy of that information."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity with the Company will be based on your merit and on no other considerations.

DCI Builders

**For office use only**

References check? \_\_\_\_\_ By \_\_\_\_\_

Interview YES  NO  Date \_\_\_\_\_ By \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hired \_\_\_\_\_ Start Date \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_