

**R. K. Wallace Construction, Inc.**  
Application for Employment

We are an equal opportunity employer

**PERSONAL INFORMATION**

**NAME**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**ADDRESS**

Street: \_\_\_\_\_ Address #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Do you have a valid Driver's License \_\_\_\_\_ Type \_\_\_\_\_ License # \_\_\_\_\_

Have you been convicted of a crime within the last 7 years? \_\_\_\_\_ If yes, Please explain. This will not disqualify you:

Are there any violations on your driving record? If yes, please list and explain.

**EDUCATION**

**HIGH SCHOOL**

Name & Location of School: \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Years Completed: \_\_\_\_\_

**TRADE, BUSINESS, OR MILITARY TRAINING**

Name & Location of School: \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Years Completed: \_\_\_\_\_

**COLLEGE**

Name & Location of School: \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Years Completed: \_\_\_\_\_

Certificates and Licenses: \_\_\_\_\_

**EMPLOYMENT**

Employment Desired: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Currently Employed? \_\_\_\_\_ If yes, may we contact present employer? \_\_\_\_\_ Applied / worked at RKWallace Before? \_\_\_\_\_

Please list your last three employers, starting with the most current first

Employer's Name and Address  From: \_\_\_\_\_ Salary: \_\_\_\_\_ Position: \_\_\_\_\_  
To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer's Name and Address  From: \_\_\_\_\_ Salary: \_\_\_\_\_ Position: \_\_\_\_\_  
To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer's Name and Address  From: \_\_\_\_\_ Salary: \_\_\_\_\_ Position: \_\_\_\_\_  
To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PHYSICAL CONDITION**

Do you have a physical condition which may limit your ability to perform the job applied for? \_\_\_\_\_

If Yes, please explain:  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood 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 this organization.

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 AGREE THAT IF I AM UNABLE TO MAKE IT TO WORK THAT I WILL NOTIFY THE OFFICE @ (601) 876-3833. IF NO ONE IS AVAILABLE I WILL LEAVE A MESSAGE WITH THE REASON I WAS UNABLE TO MAKE IT IN OR IF I WILL BE LATE. IF I DO NOT ABIDE BY THIS RULE, I UNDERSTAND THAT IT MAY RESULT IN MY DISCHARGE WITHOUT FURTHER NOTICE.

By continuing and typing your name in the box below you agree that your typed name is your binding electronic signature and signifies your agreement with all of the above.

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

Date: \_\_\_\_\_

SCROLL DOWN FOR PRE EMPLOYMENT QUESTIONAIRE



1. Can you read and write? \_\_\_\_\_
2. Can you follow directions? \_\_\_\_\_
3. Have you ever worked on steel buildings or install metal roofing? \_\_\_\_\_
  - a. When and Where?  
\_\_\_\_\_
  - b. What were you job duties?  
\_\_\_\_\_
  - c. List name manufacturer brands of buildings or roofs you installed.  
\_\_\_\_\_
4. Are you familiar with the names of metal building parts? \_\_\_\_\_
5. Have you ever read a building erection manual? \_\_\_\_\_
6. A metal roofing installation manual? \_\_\_\_\_
7. Do you have experience reading architectural drawings? \_\_\_\_\_
8. Metal building erection drawings? \_\_\_\_\_
9. Have you operated any commercial equipment? \_\_\_\_\_
  - a. What kind? Hours operated?  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you have any management / foreman experience? \_\_\_\_\_
  - a. Explain \_\_\_\_\_
11. Do you have any customer service experience?
  - a. Explain \_\_\_\_\_
12. Have you ever designed any flashings or trims? \_\_\_\_\_
  - a. Explain \_\_\_\_\_
13. Are you familiar with standing seam roofs? \_\_\_\_\_
14. Have you installed metal standing seam roofing? \_\_\_\_\_
  - a. List types \_\_\_\_\_
  - b. List tasks you performed while installing standing seam roofs.  
\_\_\_\_\_
15. Have you ever installed any metal screw down roof panels? \_\_\_\_\_
  - a. List tasks performed  
\_\_\_\_\_
16. What is mastic and where is it installed?  
\_\_\_\_\_
17. Have you ever used mastic? \_\_\_\_\_
18. Have you ever installed flashings and trim? \_\_\_\_\_
19. Can you miter trim? \_\_\_\_\_
20. Have you ever operated a screw gun? \_\_\_\_\_
  - a. Overhead? \_\_\_\_\_
  - b. How many hours? \_\_\_\_\_
21. Have you ever walked roof purlins while toting rafters to connecting locations? \_\_\_\_\_
22. Have you ever installed:
  - a. "walk doors"? \_\_\_\_\_
  - b. Overhead doors? \_\_\_\_\_
  - c. Any door hardware? \_\_\_\_\_
  - d. Are you efficient with these tasks? \_\_\_\_\_

23. Have you had any manufacturer's roof installing training? \_\_\_\_  
a. List \_\_\_\_\_
24. What are Lap-Tek or stitch screws and where are they installed?  
\_\_\_\_\_
25. Will exposed insulation wick (draw up) water? \_\_\_\_
26. Will screw drilling dust rust panels? \_\_\_\_
27. Will pencil mark rust on Galvalume panels? \_\_\_\_
28. Will nibbler shavings rust on panels? \_\_\_\_
29. What is an A325 bolt and where is it used?  
\_\_\_\_\_
30. What is the difference between a Tek5 and an A325?  
\_\_\_\_\_
31. Do you use A307 non-structural bolts to connect eave struts or clips to columns? \_\_\_\_
32. Are you afraid to work off the ground? \_\_\_\_
33. Can you walk steel beams two and three stories off ground? \_\_\_\_
34. Can you climb and walk on steep roof slopes? \_\_\_\_
35. What is the steepest slope you have worked on? \_\_\_\_\_
36. Will you provide the required PPE & hand tools required for your work? \_\_\_\_
37. Do you have structural steel connecting experience? \_\_\_\_  
a. List \_\_\_\_\_
38. Can you weld? \_\_\_\_ What type? \_\_\_\_\_ Are you certified? \_\_\_\_
39. Can you operate a cutting torch? \_\_\_\_
40. Do you have carpentry experience? \_\_\_\_
41. Can you proficiently read a tape measure? \_\_\_\_
42. Do you own a personal cell phone? \_\_\_\_  
a. Is it a smart phone with email service? \_\_\_\_  
b. Do you have an email address? \_\_\_\_
43. Have you ever used Google Maps? \_\_\_\_
44. Have you ever received training or certification in any of the following areas:  
a. Fall Protection \_\_\_\_  
b. Forklift \_\_\_\_  
c. Aerial Lift \_\_\_\_  
d. First Aid / CPR \_\_\_\_  
e. Crane & Rigging \_\_\_\_  
f. OSHA \_\_\_\_  
g. Safety \_\_\_\_  
h. Other(s) list \_\_\_\_\_
45. Do you consider yourself to be respectful? \_\_\_\_
46. Do you agree to be respectful towards all RKW management? \_\_\_\_
47. Do you agree to abide by ALL RKW's rules, regulations, and guidelines? \_\_\_\_
48. Do you agree and understand that willful failure to abide by and follow all RKW's rules, regulations and guidelines will be grounds for immediate termination? \_\_\_\_
49. Do you agree and understand that willful failure to abide by and follow all RKW's rules, regulations and guidelines will bar you from receiving unemployment benefits? \_\_\_\_
50. Do you agree and understand that willful failure to abide by and follow all RKW's rules, regulations and guidelines will indemnify and release R. K. Wallace Construction, Inc. and all its employees from any

and all responsibility for any consequences including termination, injury, and bodily harm that may arise from your willful failure to abide by all RKW's rules, regulations and guidelines? \_\_\_\_\_

51. Do you have dependable transportation to and from work? \_\_\_\_\_

52. Will you be a prompt and dependable employee? \_\_\_\_\_

53. Can you work 7-days a week if requested? \_\_\_\_\_

54. Can you work 6-days every week if requested? \_\_\_\_\_

55. Do you know of anything that may require you to miss any work days? Explain.

\_\_\_\_\_  
56. Have you ever had surgery? \_\_\_\_\_ Explain

\_\_\_\_\_  
57. Do you have any physical complications or conditions which may limit your ability to perform all activities of steel building erection which include the following: climbing steel, walking steel beams, walking on steep roof slopes, working on slick metal panel roofing, working in mud, working with fiberglass insulation, working in dust, working in extreme heat for long periods of time, working in extreme cold for long periods of time, working extreme long hour periods and some 7- day periods?

\_\_\_\_\_  
58. Do you have any medical conditions which may result in physical problems while working in extreme heat or cold, extreme heights, or during or after hard physical labor for extended hours?

\_\_\_\_\_  
59. Why does this company need to hire you?

\_\_\_\_\_  
60. Why job tasks do you want to perform in this company? \_\_\_\_\_

\_\_\_\_\_  
61. Why do you want this company to do for you? \_\_\_\_\_

\_\_\_\_\_  
62. Are you confident that you can perform quality work? \_\_\_\_\_

63. If hired, pay will be direct deposited into a bank account. Upon request we can provide a SkyLight Direct Deposit Card (authorized and FDIC insured by NetSpend, same as Walmart) or you may provide your own banking information. Do you understand? \_\_\_\_\_

64. Do you currently have a bank account? \_\_\_\_\_

65. For drug testing verification purposes, list all medications that you have taken and for what condition.

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### Pre-Employment Drug Policy

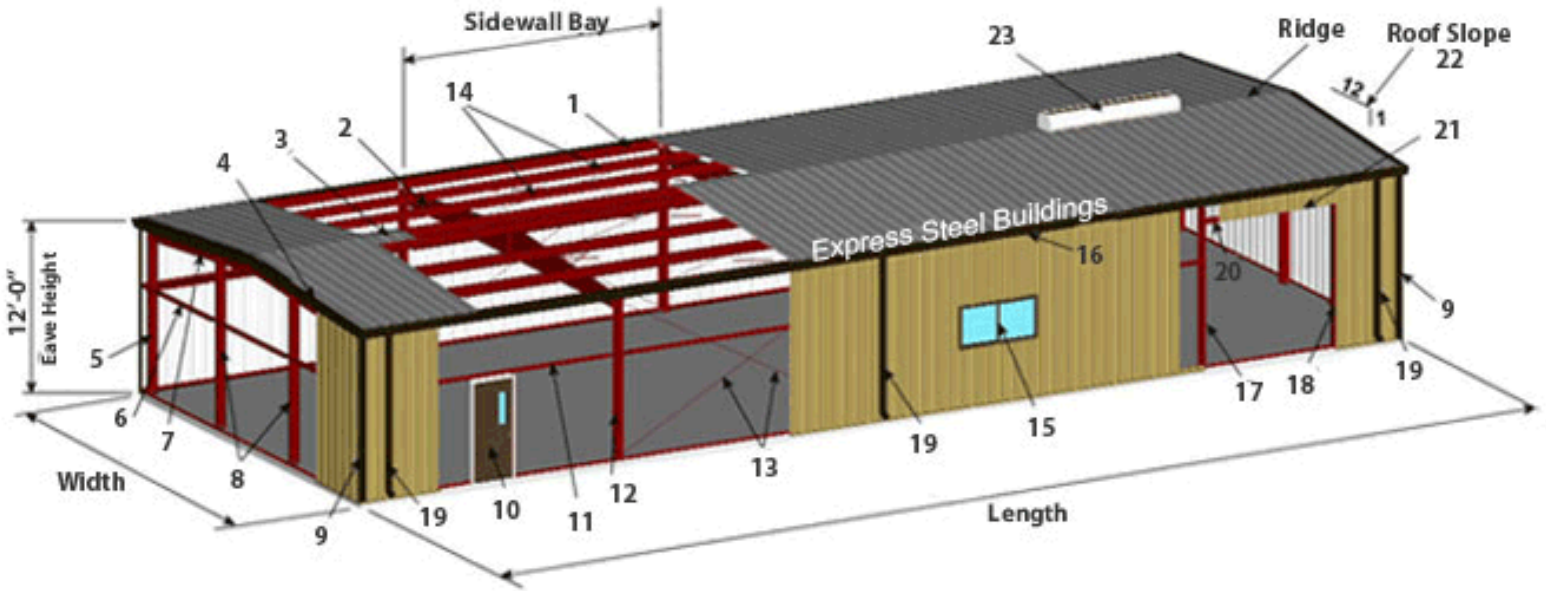
I understand that R. K. Wallace Construction is committed to maintaining a drug- and alcohol-free workplace. Before I can be offered employment, I must first read and understand the Company Drug and Alcohol Policy and sign an agreement to adhere to all rules and regulations therein.

I hereby acknowledge that before I am offered employment, I must submit to a pre-employment screening, and, if employed by R. K. Wallace Construction, Inc., I will be subject to regular, random, and unannounced drug testing. I also understand that in cases of reasonable suspicion, I may be subject to additional screening and/or search. Refusal to submit to these terms will be treated as a positive test result for the purpose of disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_



**Instructions:**

Locate the following building components from the model shown above and write the number next to the component it references.

Rod Bracing		Down Spouts	
Ridge Vent		Walk Door	
Purlins		Ridge Cap	
Gable Trim		Window	
Corner Trim (a)		Corner Trim (b)	
End wall Rafter		End wall Columns	
Framed Opening Jamb		Frame Rafter	
Sidewall Girt		Jamb trim	
Frame Column		End wall Girt	
Eave Strut		Gutter / Eave Trim	
Framed Opening Header		Roof Slope	
Door Head Trim			

**FOR OFFICE USE ONLY**

INTERVIEWED BY \_\_\_\_\_ HIRED YES ( ) NO ( ) DATE \_\_\_\_\_

PERSONAL APPEARANCE \_\_\_\_\_ LEVEL OF QUALIFICATION \_\_\_\_\_

POSITION \_\_\_\_\_ PAY RATE \_\_\_\_\_ DATE REPORTING TO WORK \_\_\_\_\_

REMARKS \_\_\_\_\_