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## EMPLOYMENT APPLICATION

**EQUAL EMPLOYMENT OPPORTUNITY.** It is our policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

*Please fully complete these forms in order to be considered for employment.*

### SECTION 1) PERSONAL INFORMATION:

Type of employment desired: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Referral Source (how did you hear about us) \_\_\_\_\_

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

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position applied for: ☐ Apprentice Carpenter ☐ Journeyman Carpenter ☐ Ironworker ☐ Laborer  
☐ Field Superintendent ☐ Office/Administrative ☐ Office/Management

Date available for work: \_\_\_\_\_

Can you travel if job requires? ☐ Yes ☐ No

Are you under 18? ☐ Yes ☐ No

What is your desired salary range? \_\_\_\_\_

**CRIMINAL RECORD:** (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.) Do not list any conviction for which the date of conviction or prison release, whichever is more recent, is more than seven years old.)

Have you ever been CONVICTED, pled GUILTY or NO CONTEST or FORFEITED BOND OR BAIL for any crime other than traffic violations? ☐ Yes ☐ No If yes, give details:

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List any reason known to you why you might not be able to perform consistently and promptly the position(s) you are applying for: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 2) EDUCATION:**

	High School	College/University	Graduate/Professional
School Name			
Years completed (Check)	9    10    11    12	1    2    3    4	1    2    3    4
Year completed/graduated			
Diploma/Degree			
Describe specialized trade training, apprenticeships, extra curricular activities			

**SECTION 3) EMPLOYMENT/WORK EXPERIENCE:**

Are you employed now? ☐ Yes ☐ No    May we contact your present employer?    ☐ Yes ☐ No

Were you ever discharged from any employment for reasons other than lack of work? ☐ Yes ☐ No  
 If yes, please explain details in full: \_\_\_\_\_  
 \_\_\_\_\_

Did you ever resign from employment rather than face dismissal? ☐ Yes ☐ No  
 If yes, please explain details in full: \_\_\_\_\_  
 \_\_\_\_\_

Are you a veteran of the US Armed Forces? ☐ Yes ☐ No

Start with your present or most recent position and account for **ALL** periods of employment, including any self-employment, other fields of endeavor and U.S. military service and volunteer activities. Attach sheet if more space is needed. Exclude organization names that indicate race, color, religion, sex or nation origin. ***This section must be completed even if your resume includes this information.***

Employer	Dates Employed From                      To		Job Title
Address			Work Duties Performed:
Telephone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason for leaving			

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Address			Work Duties Performed
Telephone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason for leaving			

Please explain any gaps to your employment history in the last 5 years.

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**SECTION 4) BUSINESS REFERENCES:**

Please provide individual and company names, position, addresses and phone numbers for 3 business references that are **not** related to you or previous employers.

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 5) PERSONAL REFERENCES:**

Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references. Do **not** list relatives or previous employers.

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
How Long: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
How Long: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
How Long: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 7) SPECIAL SKILLS/EXPERIENCE:**

Describe any special skills or qualifications that may assist you in performing the position applied for:

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Describe what your interests and hobbies are in your time away from work.

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Please complete below for all field positions:

Please check the column that closest describes your experience:

	No Experience	Some Exp. (still need direction)	Much Exp. (Minimal Direction Needed)	Current Training Cert.	Comments:
Project Supervision					
Survey/Building Layout					
Total Station Use/Operation					
Reach Forklift Operation					
Boom Lift Operation					
Scissor Lift Operation					
Other Equipment Operation – List Type					
Concrete Slabs Forming/Placing					
Structural Concrete Forming					
Concrete Finishing (hand tools)					
Concrete Finishing (power trowel)					
Concrete Tilt-up Forming/Placing					
Concrete Tilt-up Erection					
Welding Work					
Structural Steel Erection					
Rough Carpentry					
Finish Carpentry					
Asphalt Roofing					
Metal Roofing					
Metal/Hardiboard Siding					
Insulation systems					
Hollow Metal Doors and Hardware					
Window Installation					
Steel Stud Framing					
Drywall Finishing					
Acoustical Ceiling Work					
Other Skills – Please list					

	No Experience	Some Exp. (still need direction)	Much Exp. (Minimal Direction Needed)	Current Training Cert.	Comments:
Overall:					
Concrete Construction					
Steel Building Erection					
Commercial Construction					
Industrial Construction					
Concrete Tilt-up Construction					

### **SECTION 7) VERIFICATION AND SIGNATURE:**

I authorize the investigation of all matters which Halme Builders deems relevant (Including Criminal Records) to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons (such as former supervisors) or employers supplying it. I also release you from all liability which might result from making the investigation

I certify that the facts and information in this application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when and how discovered. I also understand that providing information other than that requested on this application will result in the disqualification of this application.

I understand that I may be required to submit to employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at the Company's expense. I authorize release of the results to Halme Builders and their use to evaluate my suitability for employment. I also release Halme Builders from all liability arising out of or connected with any examinations, inquiries and/or testing.

I understand that I may resign or be terminated, without cause or notice, at any time. I understand that this application is not and is not intended to be any kind of contract agreement. I also understand that Scott Halme (Vice President) is the only person who will ever have the authority to agree to any other terms and that all such agreements for other terms of employment or contracts must be in writing and signed by both parties. I also understand that Halme Builders may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

I have read each of these statements. I have also reviewed all of the information provided in this application and in any supporting documents. ☐ Yes ☐ No

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application is null and void 45 days after receipt. Only original applications considered.