



## APPLICATION FOR EMPLOYMENT

TODAY'S DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

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### INSTRUCTIONS

You must fill out this application in person and on the premises. You must answer all questions accurately and completely. You must sign and date the application. Do not provide information not requested. If you do not comply with these instructions, your application will be disregarded.

Your application will be considered pursuant to the Company's normal procedures for a period of thirty (30) days. If you are still interested in employment thereafter, you must reapply.

**NAME:** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

For work record purposes, please list any other name(s) you have used: \_\_\_\_\_  
(If none, insert the word 'none')

### **CURRENT ADDRESS**

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ YEARS AT THIS ADDRESS: \_\_\_\_\_

### **PREVIOUS ADDRESS**

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ YEARS AT THIS ADDRESS: \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

### **METHODS TO CONTACT YOU** (please check your preferred method to be contacted)

E-MAIL ADDRESS:  \_\_\_\_\_ PHONE NUMBER(S):  \_\_\_\_\_  
(please label multiple phone numbers and note if texting is available & preferred)

Job(s) applied for: 1. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_  
2. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

Do you want to work: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_? If applying only for part-time, what days and hours?  
\_\_\_\_\_

Have you ever applied for work with us before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when?

\_\_\_\_\_  
List anyone you know who works for us: \_\_\_\_\_  
\_\_\_\_\_

U.S. Armed Forces Service? Yes \_\_\_\_\_ No \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Duties: \_\_\_\_\_

Rank or rating at time of enlistment: \_\_\_\_\_

Rating at time of discharge: \_\_\_\_\_

Were you dishonorably discharged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Are you able to do the essential functions of the job(s) for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please identify the applicable functions: \_\_\_\_\_  
\_\_\_\_\_

**ATTENDANCE RECORD**

How much time have you lost from work or school during the past two calendar years, for any reason other than Paid Time Off (PTO) and Holidays?

_____	_____	_____	_____
(Year)	(No. of Days)	(Year)	(No. of Days)

Do you have any activities, commitments, or responsibilities (for example carpooling, school, other employment) which might in any way restrict the hours (including overtime) or days you can work?

\_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently on lay-off and subject to recall? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime (including a guilty or no contest plea?) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain when, where, and the nature of the offense. Conviction will not necessarily disqualify an applicant from employment.

\_\_\_\_\_  
\_\_\_\_\_

Are there any felony charges pending against you now? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

Are you on a court-supervised probation or parole? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, when can you start? \_\_\_\_\_

Are you currently subject to the terms of any non-compete, non-solicitation and/or non-disclosure agreement with a current or prior employer or other third party? Yes \_\_\_\_\_ No \_\_\_\_\_. If you answered "yes" please describe the terms of any such agreement as well as the expiration date or provide a copy.\*

\*Company reserves the right to inspect any such agreement(s) as a precondition to any offer of employment. Applicant agrees to indemnify company from any liability to a third party arising out of applicant's failure to disclose such an agreement.

**EDUCATION**

You must complete this section. Do not put "See Resume" or refer to other documents.

SCHOOL	NUMBER OF YEARS ATTENDED	NAME OF SCHOOL	CITY, STATE	COURSE OF STUDY	DID YOU GRADUATE?
HIGH					
COLLEGE					
OTHER					

**PRIOR WORK EXPERIENCE**

Please list your most recent employment first, use additional space below if necessary, to list all prior employers. Include military service assignments and volunteer activities but exclude organization names which indicate race, color, religion, sex or national origin. "See resume" will not be accepted.

NAME & ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT		TYPE OF WORK DONE	STARTING PAY	FINAL PAY	REASON (S) FOR LEAVING
	FROM	TO				

If there are any lapses between the preceding employers when you were not employed, please state the dates you were not employed and the reason(s) for the non-employment:

\_\_\_\_\_

\_\_\_\_\_

## **BUSINESS REFERENCES**

List only those persons who held managerial positions in the companies you were employed at during the time of your employment.

NAME	ADDRESS AND TELEPHONE NO.	OCCUPATION

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

### **PLEASE READ CAREFULLY**

**1. CERTIFICATION OF TRUTHFULNESS AND ACCURACY.**

I certify that all of the statements and information contained in this Application for Employment are true, accurate and complete and may be investigated. I agree that falsification, misrepresentation or omission of any such information may result in refusal of employment, withdrawal of an offer of employment, or immediate dismissal from employment.

**2. PROOF OF LICENSE, REGISTRATION AND/OR CERTIFICATION.**

If I am applying for a position that requires a license, registration and/or certification, I understand that any offer of employment made by Company is expressly conditioned upon my providing proof satisfactory to Company that I have a current license, registration and/or certification of the kind required and Company's further verification of this information. I understand that if Company is not able to verify my license, registration and/or certification to its satisfaction, Company may rescind any job offer or terminate my employment.

**3. EMPLOYMENT AT WILL.**

If I am hired, in consideration of my employment, I will abide by the rules and policies of this Company, including any changes made from time to time. I further understand that if hired, I will be an at-will employee and that my employment and compensation can be terminated by Company with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that I will remain an at-will employee throughout my employment with this Company. I understand that no manager or other representative of the Company, other than the President/General Manager, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing (including but not limited to a modification in my status as an employee at will). Any such agreement made by the President/General Manager must be made in writing and separately signed by the President/General Manager and by me in order to be effective.

**4. AUTHORIZATION TO WORK.**

If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

**5. NEED FOR ACCOMMODATION.**

If I have a mental or physical disability and require an accommodation to perform the job, I must notify the Company of that need in writing within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that the Company has not accommodated me as required by law.

6. **CRIMINAL RECORDS CHECK.**

I authorize the Company to secure my criminal conviction history. I agree to execute the appropriate authorization if necessary, to obtain such information.

7. **DRIVING RECORD CHECK.**

I agree to execute an authorization for this employer to inquire into, and obtain documents related to, any driving record from every state in which I have held a motor vehicle operator's license or permit.

8. **RELEASE OF MEDICAL INFORMATION.**

I authorize every medical doctor, physician, or other health care provider to provide any and all information, including but not limited to, all medical reports, laboratory reports, X-rays or clinical abstracts relating to my previous health history or employment in connection with any examination, consultation, test or evaluation. I hereby release every medical doctor, health care personnel, and every other person, firm, officer, corporation, association, organization, or institution which shall comply with the authorization or request made in this respect from any and all liability. I understand that this release will not be sent to my physician or other health care provider until a conditional job offer has been made.

9. **PHYSICAL EXAM AND DRUG AND ALCOHOL TESTING.**

I agree to take a physical exam following a conditional job offer. I also authorize the Company or its designated agent(s) to withdraw specimen(s) of my blood, urine, hair and/or other substances for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs or other substances. I understand that decisions concerning my employment may be made as a result of these tests.

10. **OFFER OF EMPLOYMENT CONDITIONED ON OUTCOME OF INVESTIGATION.**

I understand that any offer of employment made by Company is also expressly conditioned upon Company's investigation of my background in order to verify information contained in this application, including but not limited to, obtaining information from any former employers, schools and law enforcement agencies. I further understand that if Company is not able to verify information contained in this application to its satisfaction, or if Company obtains information that leads it to conclude, in its discretion, that I should not be employed, Company may rescind any job offer or terminate my employment.

11. **LIMITATION ON CLAIMS.**

I agree that any lawsuit or claim against the Company and/or any parent, subsidiary or affiliate company, as well as their directors, officers, employees, agents, attorneys, successors and assigns arising out of my employment or termination of employment (including, but not limited to, claims arising under state, federal or local civil rights laws) must be brought within the following time limits or be forever barred: (a) for lawsuits or claims requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits or claims, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

12. **CONSIDERATION FOR EMPLOYMENT.**

I understand that my application will be considered pursuant to the Company's normal procedures for a period of thirty (30) days. If I am still interested in employment thereafter, I must reapply.

I agree that if any of the above commitments is ever found to be legally unenforceable as written, the particular commitment concerned shall be limited to allow its enforcement as far as legally possible.

I have read, understand, and agree to items 1 through 12 above. I knowingly and voluntarily acknowledge that with my signature below.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. AUTHORIZATION TO OBTAIN INFORMATION AND GENERAL RELEASE.**

I acknowledge that consideration for employment or placement with Company is contingent in part upon the results of a reference and background check. Therefore, I authorize the Company to investigate the truthfulness of all statements made in connection with my Application for Employment. Furthermore, I authorize the Company to contact my former employers, listed references, educational institutions, and any law enforcement agency or other person who can verify the information contained within the application.

A driver's license report is required and will be obtained for candidates applying for a position with the Company that requires driving as an essential function of the position.

Accordingly, the Company is authorized to:

1. Request and obtain my personnel files from my previous employer(s). I authorize release of all information contained in these personnel file(s), including disciplinary action (even if more than four years old). I also waive any right to receive notice of disclosure of the information (even if more than four years old).
2. Request and obtain verification and transcripts from any and all educational institutions listed on my Application for Employment. I authorize all educational institutions to release any of the information the Company may require.
3. Request and obtain any information or records from any city, county, state or federal agency, department or bureau related to any conviction for a violation of law. I further authorize the Company to request and obtain a copy of my driving record (if applicable for the position for which I am applying).

I hereby authorize and request any city, county, state or federal agency, department or bureau to furnish the information requested to Company.

This authorization does not extend to a conviction under any applicable juvenile code or any records of a conviction where the record has been expunged pursuant to an applicable statute or court rule.

I hereby release all companies, firms, agencies, individuals and all of their employees, agents and attorneys from any liability whatsoever in connection with disclosure of any information obtained pursuant to this authorization in connection with seeking, obtaining and using the information obtained in their employment or placement selection process. I further release the Company, its employees, agents and attorneys from any liability whatsoever in connection with obtaining any of this information or using the information obtained in the disclosure of any information.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

**NUMERICAL TEST**

1. Add: 
$$\begin{array}{r} 307 \\ 268 \\ 197 \\ 93 \\ \hline 425 \end{array}$$

- a) 1180      b) 1190      c) 1280      d) 1290

2. Add: 
$$\begin{array}{r} 3\frac{2}{9} \\ 5\frac{1}{9} \\ 7\frac{1}{9} \\ \hline \end{array}$$

- a)  $15\frac{4}{9}$       b)  $15\frac{4}{27}$       c)  $19\frac{1}{9}$       d) none of these

3. Add:  $\frac{3}{4} + \frac{1}{2}$

- a)  $\frac{4}{6}$       b)  $\frac{3}{8}$       c)  $1\frac{1}{4}$       d)  $1\frac{1}{2}$

4. Add: 
$$\begin{array}{r} 5\frac{2}{3} \\ 6\frac{1}{2} \\ 10\frac{5}{6} \\ \hline \end{array}$$

- a)  $21\frac{8}{11}$       b) 22      c) 23      d)  $22\frac{1}{3}$

5. Add: 
$$\begin{array}{r} 6 \text{ ft. } 9 \text{ in.} \\ 23 \text{ ft. } 10 \frac{1}{2} \text{ in.} \\ 16 \text{ ft. } 6 \text{ in.} \\ \hline 1 \text{ ft. } 3 \frac{1}{2} \text{ in.} \end{array}$$

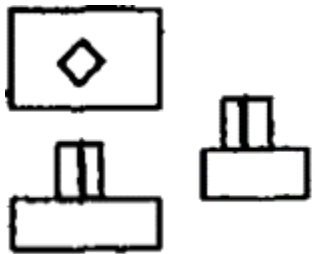
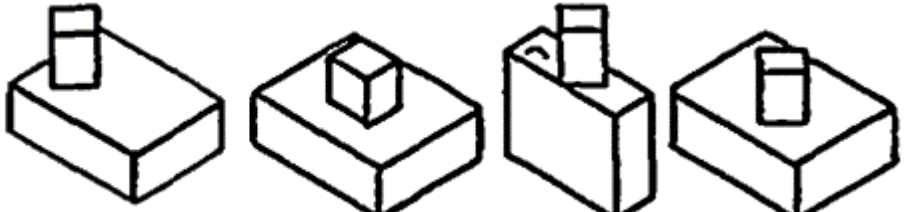
- a) 46 ft. 28 in.      b) 48 ft. 9 in.  
c) 48 ft. 5 in.      d) 46 ft. 11 in.

6. Multiply: 
$$\begin{array}{r} 697 \\ \times 34 \\ \hline \end{array}$$


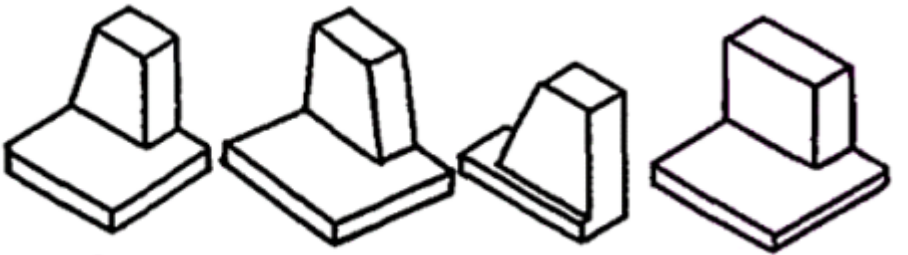
- a) 23,898      b) 23,698      c) 22,898      d) 22,698

**MECHANICAL TEST**

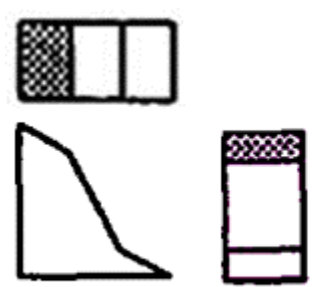
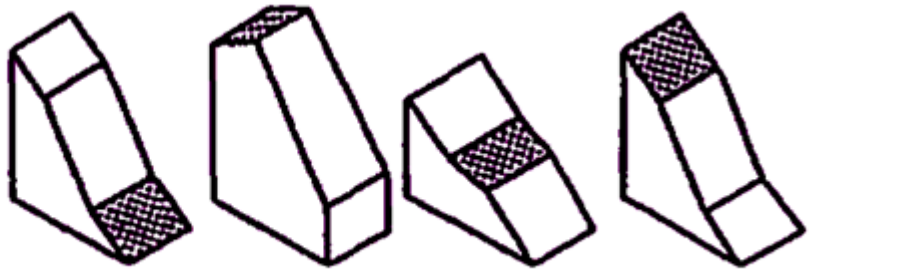
For Questions 1 through 4, select the object that is represented by the three-view drawings.

1.  

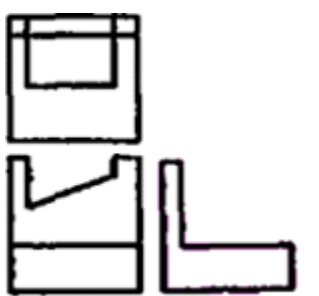
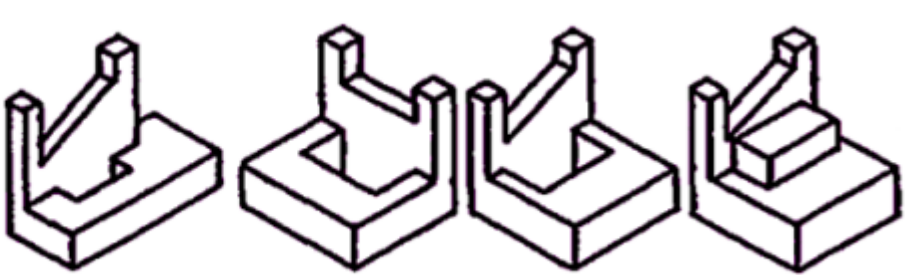
**a                      b                      c                      d**

2.  

**a                      b                      c                      d**

3.  

**a                      b                      c                      d**

4.  

**a                      b                      c                      d**



## SCALING TEST

It is essential to be able to learn how a blueprint is read and used. One important aspect of this is scaling. Blueprints must be scaled down proportionally so that the building can fit on paper. There are multiple different sizes used to scale down a building, with two common ones being 1/8 inch and 1/4 inch.

In 1/8 inch scaling, every 1/8 inch of the blueprint represents one foot of the actual building. In other words, 1/8"=1'-0".

In 1/4 inch scaling, every 1/4 inch of the blueprint represents one foot of the actual building. In other words, 1/4"=1'-0".

Below, there is a line that represents the wall of a building. Please measure the line to the nearest 1/8 inch. Then, using that measurement, calculate how many feet the wall of the building would be if the scale was the 1/8 inch scale (1/8"=1'-0"). After that, please calculate how many feet the wall of the building would be if the scale was the 1/4 inch scale (1/4"=1'-0").

If you have any questions, feel free to ask at the front desk or email [applications@tcgroupinc.com](mailto:applications@tcgroupinc.com).



How many inches is the line, to the nearest 1/8"? \_\_\_\_\_

How many feet would this section of wall be, using eighth inch scaling (1/8"=1'-0")? \_\_\_\_\_

How many feet would this section of wall be, using quarter inch scaling (1/4"=1'-0")? \_\_\_\_\_

Working at Town & Country Group provides great life-long career opportunities and can provide a great living. Many of our employees have been with us for over 20 and 30 years. We accomplish that by striving to care for each individual employee. We do this by listening to our employees, providing training & benefits and creating an open atmosphere between employees and management. Our goal is to work together as a TEAM (Together Everyone Achieves More) and to create an environment of safety, growth, and opportunity. In creating this TEAM, we strive for excellence--on the job, but also in relationships and benefits. As we have excellent staff already, those that we may possibly hire need to be able to meet or grow to that level as well or even surpass it. These additional questions are to better understand you and how we could possibly best work together if we were to add you to our TEAM.

1. What attracted you to Town & Country Group, and why did you decide to apply here?

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2. What extra-curricular activities have you been involved in and what is the highest level of achievement you achieved in these activities?

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3. What do you think are the three most important traits (e.g. qualities in a person, characteristics) when starting a job at Town & Country Group?

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

4. What is the hardest physical work you have ever done and why?

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5. Is there any physical work you cannot perform? If yes, what is the work and why?

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6. Are you willing and committed to perform work well in all conditions (i.e. hot/cold and dry/wet)?  
Yes No (circle one)

7. Are you willing and committed to perform monotonous physical work well? Yes No (circle one)

8. Do you prefer supervisor or work alone? Supervised Alone (circle one)

9. What has been the most stressful situation you have experienced in a work environment, and how did you handle it?

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10. Tell us about a time you experienced a failure or negative review of your performance at work, and how you handled it.

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11. Tell us about a time you worked with somebody whose personality was very different and clashed with yours, and how you navigated that.

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12. Tell us about a time you had a lot on your plate and had to strategize to meet all your priorities.

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13. Under what circumstances have you found it acceptable to break confidence (for example, telling a secret that you were told not to tell)?

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14. Hypothetically, you are working on a project along with other construction companies. You notice that one of the companies is doing shoddy, dangerous work. If you report the company, the entire project may be shut down and company revenue will be affected. What do you do?

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15. What if you worked with someone who manages to take credit for a lot of your ideas or work? How do you handle it?

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