



# STOP!

## READ THIS BEFORE YOU FILL OUT APPLICATION

The application you are about to fill out determines how we as a company look at you as a potential Employee! Remember to be neat and thorough, we read these applications and check all of your references prior to calling you for an interview. If you are in a hurry and don't have time to fill out the application while you're here, then please take it home and return the application to us filled out properly.

It is our hope at Builders Choice, Inc. to provide a workplace that people like being a part of. We take the hiring process very seriously; if you join our team you will have gone through a very intensive hiring process. We read every application; if we decide to interview you, we will call all of your references first, as well as previous employers. If your interview goes well and the supervisor decides they want to have you continue the hiring process, you will take a computerized survey. You will also be required to pay \$40 for a pre-employment drug test. This \$40 will be given back to you once you have completed your 30-day probationary period, however, if you quit during the probationary period this \$40 will not be reimbursed. If you fail the test, the \$40 will not be refunded and you will not be hired. You may be required to do dexterity testing, and you will spend time in Safety training. Getting hired is a process. But if you make it, know that you are joining a great team of people like you!

Thank you for taking the time to be thorough and honest in the application process.

*The Builders Choice Team*



351 East 104<sup>th</sup> Avenue, Suite 150, Anchorage, Alaska 99515

PH: (907) 522-3214 Fax: (907)522-3216

## Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE**

**EQUAL OPPORTUNITY EMPLOYER**

Name (Last, First, Middle I.)			Social Security Number	
Present Address		City	State	Zip Code
Home Ph#	At Least 18 Years Old:		Referred By	
Cell Ph#	Yes      No			
Valid Drivers License		Yes      No		Position Applied For
State _____ # _____		Exp Date _____		

**Employment Questions**

Are you Currently Employed?	Date you can Start with BCI?	Salary Desired
Have you worked for BCI Before? If so, when & what position?		Do you have a physical condition that would preclude you from doing strenuous activity?

**Education**

Name and Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
College			
Trade, Business or Correspondence School			

**Special Training**

Please List any Special Training or skills or experience

**Former Employment**

Date	Name and Address of Employer	Salary	Position	Reason For Leaving
From - To				
From - To				
From - To				



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**Work References**

Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known

**Character References**

Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known
Name	Address	Current Phone	Business & Years Known

**Parents**

Father's Name	Address	Phone	Occupation
Mother's Name	Address	Phone	Occupation

**Drug/Alcohol Policy**

**This Company has a Drug Free Policy. We take this policy very seriously and have an active and ongoing random drug and alcohol test program. Not passing a random test will be grounds for dismissal. If you have been involved with drugs within the last 3 months please do not finish this application.**



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**Please Circle Correct answer and respond as applicable.**

1. Would your previous supervisors say you are consistently on time? Yes No

Why or why not? \_\_\_\_\_

2. Would your previous supervisors say that your attendance was:

Excellent Good Fair Poor

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

3. Would your past supervisors say that you are orderly? Yes No

4. What does "being orderly" mean to you? \_\_\_\_\_

5. Would those who know you best say your word can be trusted? Yes No

Why or why not? \_\_\_\_\_

6. Have you ever experienced a loss for doing what is right? Yes No

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

7. Was the previous company you worked for a good company? Yes No

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

8. Was your previous employer fair with regard to pay? Yes No

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



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9. Would your previous supervisor say that you were good at following instructions?

Yes No

Why or why not? \_\_\_\_\_

10. Would your past supervisors say you get angry?

Never Rarely Sometimes Often

11. What causes you to get upset on the job? \_\_\_\_\_

12. Have you ever asked forgiveness for doing wrong? Yes No

Please Explain \_\_\_\_\_

13. Do you use Alcohol or illegal drugs? Yes No

Please Explain \_\_\_\_\_

14. Would you have any problem taking a drug/alcohol test if asked by your supervisor?

Yes No

Please Explain \_\_\_\_\_

15. Have you ever been convicted of a crime? Yes No

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



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16. Please circle three words that describe areas in which you are weakest:

Contentment	Diligence	Dependability
Integrity	Loyalty	Meekness
Forgiveness	Orderliness	Punctuality
Truthfulness	Obedience	Self-Control

17. Please circle three words that describe areas in which you are strongest:

Contentment	Diligence	Dependability
Integrity	Loyalty	Meekness
Forgiveness	Orderliness	Punctuality
Truthfulness	Obedience	Self-Control

18. What are your goals? \_\_\_\_\_

\_\_\_\_\_

19. How will this job help you fulfill your goals? \_\_\_\_\_

\_\_\_\_\_

20. What skills or abilities do you have that would be an asset to this company? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

### Signature

All Information provided by me in this application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or eventual termination if I am hired. I agree to abide by all established rules and policies of the company as a condition of continued employment.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature