

## SHAY ROOFING, INC.

### APPLICATION FOR ROOFING EMPLOYMENT

The following information is requested in order to help us make the best possible placement within Shay Roofing, Inc. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling out this application form. Shay Roofing, Inc. in accordance with State and Federal Laws, does not discriminate on the basis of age, race, color, sex, national origin, veteran status, physical or mental handicap. We also are required by law, by virtue of our contract (s) with the federal government, to take affirmative action to employ women, minorities otherwise qualified handicapped individuals, and Vietnam era and disabled veterans.

PLEASE PRINT

#### BACKGROUND

Name (Last)	(First)	(Middle)	
Address (Street)			Home Telephone No.
(City)	(State)	(Zip)	Cell Phone No.

S.S. Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you legally entitled to work in the United State? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

How were you referred to the company?

Have you ever applied for a job with the company? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

If yes, when and where?

Have you ever worked at the company before? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

If yes, when?

Position for which you are applying? \_\_\_\_\_

Compensation expected \$ \_\_\_\_\_ per \_\_\_\_\_

Other positions for which you would like to be considered:

Can you work overtime? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

Can you work shifts? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

If your application is considered favorably, when can you start work? \_\_\_\_\_

Is there anything that would prevent you from performing in a safe manner the activities involved in the position for which you have applied or as set forth in attached job description?

\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, please explain. \_\_\_\_\_

### EDUCATION

	SCHOOL NAME	ADDRESS	NO. OF YRS ATTENDED	DEGREE	MAJOR
HIGH					
COLLEGE					
GRADUATE					
OTHER					

Courses now studying.

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

### MILITARY SERVICES RECORD

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, list duties in Service, including special training that is relevant to the position for which you have applied. \_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT RECORD (PLEASE LIST THREE (3) MOST RECENT POSITIONS)

DATES	NAME & ADDRESS OF FIRST EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone:	Supervisor:		

DATES	NAME & ADDRESS OF SECOND EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone	Supervisors:		

DATES	NAME & ADDRESS OF THIRD EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone	Supervisors:		

**PERSONAL REFERENCES** (excluding relatives)

Name	Dates Known	Address	Telephone No.
1.			
2.			
3.			
4.			

**PREEMPLOYMENT STATEMENT (PLEASE READ AND SIGN THE STATEMENT BELOW.)**

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Shay Roofing, Inc. employ.
2. I understand that as condition of employment, I may be required to undergo and successfully pass a screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Shay Roofing, Inc. I understand that a physical examination will be required after an offer of employment is made to me.
3. In processing my application for employment, the company may verify all the information provided by me from any source it deems appropriate.
4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record.
5. I understand that this application will be retained for six (6) months, and that if not offered employment within this period, it will be necessary for me to complete a new employment application to be considered for employment.

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

**FOR OFFICE USE ONLY**

Position Title:	Date Employed:
Wage/Salary:	
Department:	
Recommended By:	Date:
Manager:	

## **SHAY ROOFING, INC.**

### **JOB DESCRIPTION FOR ROOFING EMPLOYEES**

**Title/Position:** (Journeyman), (Apprentices 55%, 60%, 70%, 80%, 90%), (Kettleman)

**Department:** Commercial Roofing

**Immediate Supervisor:** Crew Foreman

**Purpose of the Position:** Installing hot built-up and modified bitumen membrane, single-ply roof system.

**Essential Duties:**

1. Climbing ladders to heights of in excess of 20 feet and performing a variety of intense work activities at such heights.
2. Accurately measuring and cutting roof board insulation and cant strips.
3. Repeated fitting lowering of mops soaked in bitumen for installing roofing foils and insulation.
4. Pulling mechanical bitumen dispensers, including felt layers.
5. Repeated bending and stooping in using screw guns to install mechanical fasteners.
6. Repeated carrying of felt and modified bitumen rolls weighing in excess of 50 lbs.
7. Operation of propane torch and bending and stooping to seam membrane and flashings.
8. Participation in safety monitoring programs, involving issuing and receiving verbal warnings instantaneously.
9. Regular attendance.
10. Ability to travel to job sites outside the St. Louis, Missouri, and metropolitan area.

**Other Duties:**

1. Occasional operation of swing-beam hoist.
2. Pulling torching trolley.
3. Erection of pipelines and installation to bitumen dispensing equipment.
4. Maintenance of small engines.

#### **Tools/Equipment**

**Used:**

1. Small tools; ripping hammer, utility knife, trowel, adjustable wrench, tape measure, chalk line.
2. Ladders, swing-beam hoists, mop, propane torch, screw gun, bitumen dispenser, mechanical felt layer, slitter, torching trolley.

#### **Experience/Education**

**Required:**

1. Minimum of three years experience as a built-up and/or modified bitumen mechanic or single-ply installer. Does not apply for apprentice or helper hire.
2. Reading knowledge sufficient to read plans, labels, and signs; math knowledge to include fractions and simple plane geometry.

#### **Supervision**

**Provided:** Job foreman, present at job site supervises Position at all times.

#### **Relationships:**

Position interacts regularly with other members of five-person roofing crew: works with sheet metal mechanics; provides on-the-job training for apprentices on occasion.