

# **CARPENTER**

## **Hardaway Construction Corp. - Greater Nashville Area**

### **POSITION SUMMARY**

Constructs, erects, installs and repairs structure and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes.

### **RESPONSIBILITIES**

Works under general supervision and may perform a variety of functions, including, but not limited to:

- § Prepares layout, using rule, framing square and calipers. Marks cutting and assembly lines on materials, using pencil, chalk or marking gage;
- § Shapes materials to prescribed measurements, using saws, chisels and planes. Assembles materials and fastens them together with nails, dowel pins, screws, glue or other fasteners as required;
- § Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and builds stairs and lays out and installs partitions;
- § Potentially measures, marks, cuts and installs finish work such as mold, trim, facings and special millwork to precise standards;
- § Potentially fits and installs pre-fabricated window frames, doors, door frames, weather stripping, interior and exterior trim and finish hardware, such as locks, letter drops, and kick plates;
- § Erects scaffolding and ladders for assembling structures above ground level;
- § Operates equipment that is used to install work related materials such as forklifts, scissor lifts, boom lifts, nail guns, power guns, etc.;
- § May from time to time be left to perform a job or jobs without direct supervision. Carpenter is still accountable to the job site superintendent that has directed his activities;
- § May be required to convert basic measurements from metric to standard and vice versa on a limited basis;
- § And such other duties and responsibilities related or unrelated, as the job superintendent and/or foreman shall direct. (May be supervised temporarily by co-worker or supervise and direct co-workers if directed by Superintendent and/or foreman to do so.)

### **STANDARDS OF PERFORMANCE (ACCOUNTABILITY)**

Must work within precise standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in the size, shape and form of lines, figures and objects; look at flat drawings or pictures and understand how they would look as solid objects; Meet all safety standards set for the job.

## **PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS**

Physically workers must be able to: see well (correctable); coordinate the movements of eyes, hands and fingers; use hands, arms and fingers fully; climb and maintain balance on ladders and scaffolding; stoop, kneel crouch, crawl, or work at heights required; and lift and carry objects weighing 50 pounds and occasionally more. Must be able to handle long and/or irregular hours of work because of variances of weather, temperature, material or equipment availability or other factors as deemed appropriate by the job site manager. Must be punctual and reliable.

## **PERSONAL TOOLS AND HYGIENE**

Must own and use personal hand tools that can be carried in tool box, nail apron, or bucket to and from the job site on daily basis. Must use canvas or leather tool belt or nail apron. Must wear appropriate foot wear, clothing, accessories and safety apparatuses as directed and maintain personal hygiene.

## **ADDITIONAL INFORMATION**

<b>Type:</b>	Full-time
<b>Experience:</b>	2-Years (Minimum)
<b>Functions:</b>	Carpenter
<b>Industries:</b>	Construction
<b>Compensation:</b>	Hourly, Potential Safety Bonuses

Instructions for applying:

Please complete the Application Form and email to Stan Hardaway at [shardaway@hardaway.net](mailto:shardaway@hardaway.net).

We will contact you directly to request additional information, clarify your experience and/or to begin the interview process.

Thank you for considering us as your future employer!



## Application for Employment

Equal access is available to all persons for employment, services, and programs. If an applicant requires reasonable accommodation to the application and/or interview process, they should notify a representative of our Human Resources Department.

### Personal Information

\*\*Today's Date: \_\_\_\_\_

Name:			Phone #'s:		
First	Middle	Last	Home	Cell	
Address:					
Street number & name (include apt. # if applicable)			City	State	Zip
E-mail Address:		Are you over the age of 18? Yes or No		If "No", state your date of birth:	
Emergency contact:					
Name		Address		Phone #	

\*\*Applications are active for 60 days only. To remain an active applicant, you must complete another application.

### Employment Information

Position applied for:	Are you able to meet attendance requirements?	Yes	or	No
Date available for work: _____	Have you ever been employed by a Hardaway company?	Yes	or	No
If yes, provide date(s) and position(s): _____				
Type of employment applying for: Full-Time Part-Time Summer Temporary		Desired salary range: \$ _____ per		
Do you have any commitments to another employer that might affect your employment with Hardaway?				Yes or No
Have you ever been convicted of a felony? Yes or No		Have you been convicted of a DUI in the past 10 years? Yes or No		
If yes to either, please describe in detail: _____				
(Disclosure of a criminal record will not necessarily disqualify you from employment. The nature of the offense, date, and the position for which you are applying will also be considered.)				
Are you capable of performing the essential functions of the job for which you are applying (with or without reasonable accommodation)?				
Yes No or Need more information about essential functions of this job to answer.		(Do <u>not</u> provide info about a disability or accommodation needed.)		
Are you legally eligible for employment in this country? Yes or No			Do you speak English? Yes or No	

### Education, Skills, and Training Data

School Type	Name & Address of School Attended	Dates Attended		Circle Last Year Completed	Did You Graduate? (Circle One)	Major/Minor fields of study	Type of Degree / Diploma Received
		From	To				
High School				9 10 11 12	Yes / No		
Address							
City, State							
College				1 2 3 4	Yes / No		
Address							
City, State							
Trade / Vocational				N/A	Yes / No		
Address							
City, State							

Other (special skills, apprenticeships, licenses): \_\_\_\_\_

What types and makes/models of equipment are you certified to operate or repair?  Backhoe  Forklift  Dozer  Crane  
 Bobcat  Trackhoe  Other: \_\_\_\_\_

What types of training have you completed?  First Aid/CPR  Defensive Driving  Drug-Free Workplace  Fall Protection  OSHA 10-hr.  
 Other: \_\_\_\_\_ Computer Skills:  Microsoft Word  Excel  Project software

Will you work out of town, if needed? Yes or No If applying for a carpenter position, can you provide your own tools? Yes or No

## Employment History

Beginning with your most recent job, provide the following information for your work experience.

Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No
Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No
Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No

## References

List three (3) references other than relatives or previous employers.

Name	Address	Phone # or E-mail	# Yrs. Known

Driver's License # (required if job may require driving):	CDL: Yes or No	Expiration Date:	State:
Are you applying for reemployment after an extended military leave of absence from this company? Yes or No <small>If yes, additional info may be requested.</small>			

## Applicant Statement

I understand that this employer is an Equal Opportunity employer and considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, military / veteran status, or any other similarly protected status. It complies with all applicable laws governing employment practices and does not discriminate on the basis of unlawful criteria.

I understand that this employer is a smoke-free workplace in compliance with the Non-Smoker Protection Act of Tennessee. In accordance with that law and the employer's policy, smoking is prohibited in enclosed areas of the employer's property.

I understand that this application is not an offer of employment or contract, and that, if hired, the employment will be "at will" subjecting me to termination at any time for any reason. No manager or supervisor has the authority to enter into an employment agreement for any specified period of time or to make any agreement contrary to the foregoing. I understand that if hired, I may resign at any time for any reason.

I understand that, if hired, I will be required to provide proof of my identity and legal authorization to work in the U.S. and that I am required to complete a Form I-9 by federal immigration laws.

I understand that this employer, in considering my application for employment, may verify the information set forth in this application and obtain additional information relating to my background. I authorize all persons, schools, companies, public agencies, physicians, and licensing authorities to supply any information concerning my background that relates to this application. I authorize without reservation the employer, its employees, and agents to contact and obtain information from any and all parties to verify the accuracy of the information I have provided in this application. I hereby release the employer, its employees, agents, and all persons, agencies, and entities providing information or reports about me from any and all liability and/or claims arising out of the requests for a release of any of the above information or reports.

I understand that unless otherwise prohibited by applicable law, I may be required at any time to submit to a physical, urinalysis, breath alcohol test, or other examination as a condition of my employment with the employer, including a pre-employment physical, urinalysis drug test, and/or breath alcohol test. I agree to submit to such examinations or tests as required by the employer, all at the employer's expense and refusal to take such tests when asked may be grounds for my immediate termination.

I hereby certify that the facts set forth in the above application are true, accurate, and complete to the best of my knowledge. I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I certify that I have read, fully understand, and accept all terms of this Applicant Statement.

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

Signature of Applicant: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE TYPE INITIALS HERE**

**NOTE: SIGNATURE NOT REQUIRED AT THIS TIME - ORIGINAL SIGNATURE REQUIRED UPON OFFER OF EMPLOYMENT**

# APPLICANT DATA

As an equal opportunity employer, Hardaway maintains records of its applicant flow. The information requested in the following questions will not affect you as an applicant. This information will be used to meet federal reporting requirements and kept confidential in accordance with applicable laws and regulations. This is not a part of your official application for employment.

## PLEASE PRINT YOUR NAME LEGIBLY

NAME:

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle or Maiden

GENDER  Male  Female

RACE: Please check only one (1) category that best describes you:

\_\_\_\_\_ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\_\_\_\_\_ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_\_\_ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

\_\_\_\_\_ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

\_\_\_\_\_ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

## REFERRAL SOURCE:

\_\_\_\_\_ Walk-In

\_\_\_\_\_ Private Employment Agency

\_\_\_\_\_ Employee

\_\_\_\_\_ Relative

\_\_\_\_\_ School

\_\_\_\_\_ Government Employment Agency

\_\_\_\_\_ Advertisement: Source \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Name of Person who referred you (if applicable):

Signature: \_\_\_\_\_

  
**PLEASE TYPE INITIALS HERE**

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

**NOTE: SIGNATURE NOT REQUIRED AT THIS TIME - ORIGINAL SIGNATURE REQUIRED UPON OFFER OF EMPLOYMENT**