



GENERAL CONTRACTORS CONSTRUCTION MANAGERS

501-374-8677 / FAX 501-375-7649

PRE-EMPLOYMENT APPLICATION

FIELD AND WAREHOUSE EMPLOYEES

Revised 01-05-11

Name of Applicant: _____

Date of Application: _____

Date of Interview: _____

Interviewer: _____

Contact Phone Number: _____

Position Applying For: _____



BALDWIN & SHELL CONSTRUCTION COMPANY

UNSKILLED WAREHOUSE & CONSTRUCTION WORKER (Laborer)

Primary Purpose: Assist Skilled Construction Workers & Warehouse Workers in performing their assigned duties.

Typical Duties: All workers must be physically capable to perform a variety of functions such as:

- Digging, spreading and leveling dirt and gravel
- Using a pick and shovel
- Lifting, carrying and holding building materials, tools and supplies
- Cleaning tools, equipment, materials and work areas
- Mixing, pouring and spreading concrete, asphalt, gravel and other materials
- Erecting scaffolding, shoring and braces
- Mopping, brushing and spreading paints or bituminous compounds
- Spraying materials such as water, curing compounds, form oil or waterproofing materials
- Applying caulking compounds by hand or with caulking gun
- Grinding, sanding, cutting or polishing concrete, asphalt, steel or wood
- Using abrasive tools or machines
- Demolishing buildings, dismantling or removing forms from set concrete
- Filling expansion joints with asphalt by hand or with tools
- Assisting in pre-fabricated metal building erection
- Loading and unloading materials and equipment
- Hauling equipment and materials

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Follow specific directions
- Perform a variety of often changing duties
- Work within standards of accuracy
- Repeat tasks of a short duration according to a set procedure
- Evaluate information using measurable standards
- Read, write and count
- Follow all Baldwin & Shell Policies and Safety Standards

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear
- Ability to drive and maneuver company delivery vehicles and trailers
- No physical or mental issues with working in confined spaces or heights

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

BALDWIN & SHELL CONSTRUCTION COMPANY

SKILLED WAREHOUSE & CONSTRUCTION WORKER (Carpenter/Welder)

Primary Purpose: Construct, erect, install and repair structures and fixtures of metal, wood and wallboard, using both hand tools and power tools, while conforming to local building code.

Typical Duties: All workers' performance capabilities should include but not be limited to the following tasks:

- Studying blueprints, sketches or building plans for information pertaining to the type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated
- Selecting specified type of lumber or other materials
- Preparing layout, using pencil, chalk and marking gage
- Shaping material to prescribed measurements, using saws, chisels and planes
- Assembling and fastening cut and shaped materials with nail or glue
- Digging, spreading and leveling dirt or gravel using a pick and/or shovel
- Lifting, carrying and holding building materials, tools and supplies
- Assisting in pre-fabricated metal building erection
- Verifying trueness of a structure using plumb bob and carpenter's level
- Erecting framework for structures
- Laying sub-flooring and covering it with hardwood, parquet, wood-strip-block floors or moisture preventing building paper using nails or cement.
- Building, laying out and/or installing stairs, partitions, and cabinet work
- Applying shock-absorbing, sound-deadening and decorative paneling to ceilings and walls
- Fitting and installing prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim and finish hardware such as locks, letter drops and kick plates
- Constructing forms and chutes for pouring concrete
- Erecting scaffolding and ladders
- Welding metal parts to steel structural members

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Work within precise standards of accuracy
- Evaluate information using measurable standards
- Compare and acknowledge differences in the size, shape, and form of lines, figures and objects
- Decipher flat drawings or pictures and visualize them as three dimensional objects
- Follow oral instructions and written documents, drawings and specifications
- Follow all Baldwin & Shell Policies and Safety Standards

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear
- No physical or mental issues with working in confined spaces or heights

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

BALDWIN & SHELL CONSTRUCTION COMPANY

SKILLED CONSTRUCTION WORKER (Erector/Metal Building)

Primary Purpose: Construct, erect, install and repair structures and fixtures of metal, wood and wallboard, using both hand tools and power tools, while conforming to local building code.

Typical Duties: All workers' performance capabilities should include but not be limited to the following tasks:

- Read specifications and blueprints to determine quantities and sizes of materials needed.
- Verify vertical and horizontal alignment of structural steel members, using plumb bobs, laser equipment, transits, and/or levels
- Connect columns, beams, and girders with bolts, following blueprints and instructions from supervisor
- Hoist steel beams, girders, and columns into place, using cranes, or signal hoisting equipment operators to lift and position structural members
- Bolt aligned structural steel members in position for permanent riveting, bolting or welding into place
- Use ropes to guide structural members into place and position them
- Fabricate metal parts such as steel frames, columns, and girders, according to blueprints or instructions from supervisors
- Push, pull, pry structural-steel members into approximate positions for bolting into place.
- Cut, bend, and weld steel pieces, using metal shears, torches, and welding equipment.
- Fasten structural-steel members to hoist cables, using chains, cables, or rope

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Work within precise standards of accuracy
- Evaluate information using measurable standards
- Compare and acknowledge differences in the size, shape, and form of lines, figures and objects
- Decipher flat drawings or pictures and visualize them as three dimensional objects
- Follow oral instructions and written documents, drawings & specifications
- Follow all Baldwin & Shell Policies and Safety Standards

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear
- No physical or mental issues with working in confined spaces or heights

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

BALDWIN & SHELL CONSTRUCTION COMPANY

SKILLED CONSTRUCTION WORKER (Iron Worker/ Rod Buster)

Primary Purpose: Construct, erect, install and repair structures and fixtures of metal, wood and wallboard, using both hand tools and power tools, while conforming to local building code.

Typical Duties: All workers' performance capabilities should include but not be limited to the following tasks:

- Position and secure steel bars, rods, cables, or mesh in concrete forms, using fasteners, rod bending machines, torches, and hand tools
- Space and fasten together rods in forms according to blueprints, using wire and pliers
- Determine quantities, sizes, shapes, and locations of reinforcing rods from blueprints, sketches, or oral instructions
- Place blocks under rebar to hold the bars off the deck when reinforcing floors.
- Cut rods to required lengths, using metal shears, hacksaws, bar cutters, or torches.
- Cut and fit mesh or fabric, using hooked rods, and position fabric in concrete.
- Bend steel rods with hand tools and rod bending machines and weld with arc-welder

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Work within precise standards of accuracy
- Evaluate information using measurable standards
- Compare and acknowledge differences in the size, shape, and form of lines, figures and objects
- Decipher flat drawings or pictures and visualize them as three dimensional objects
- Follow oral instructions and written documents, drawings & specifications
- Follow all Baldwin & Shell Policies and Safety Standards

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear
- No physical or mental issues with working in confined spaces or heights

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

BALDWIN & SHELL CONSTRUCTION COMPANY

SKILLED EQUIPMENT OPERATOR & MECHANIC

Primary Purpose: Operate, service and maintain specified equipment needed for construction or assisting in construction

Typical Duties: All workers' performance capabilities should include but not be limited to the following tasks:

- Safely and skillfully operate a backhoe, front-end loader, skytrak, gradall, or other related equipment.
- Serve as a crew member by working with others
- Maintain and service equipment in proper operation condition by performing simple preventive maintenance such as making simple adjustments, lubricating equipment, and checking fluid levels.
- Work with construction or warehouse crew when not operating or maintaining equipment
- Visually assess work areas for safety and productivity
- Work cooperatively with other to provide smooth, efficient production
- Mechanic should be competent in diagnosing and re-building motors, hydraulic systems and transmissions.

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Safety rules, ordinances, and traffic laws
- Hazards precautions for heavy equipment operation
- Complete operation of assigned equipment
- Must have current certifications and verifiable experience
- Follow all Baldwin & Shell Policies and Safety Standards

Physical Duties:

Workers must have:

- Understand and comply with simple instruction given in the English language
- Work safely and cooperatively with other employees
- Work under hazardous conditions due to mechanical or utility equipment
- Detect necessary repairs by perceiving malfunctions
- Comply with prescribed operating and safety standards
- Comprehend written materials such as operations manuals
- Work in various weather conditions, with exposure to elements
- Sit for long periods and have manual dexterity

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

REQUIRED TOOLS FOR CONSTRUCTION WORKERS

(not applicable to Warehouse Employees)

Level II & III Construction Worker Carpenter	Level I & II Construction Worker Laborer
Tool Box	Hammer
Tool Pouches	Tape
Hammer	Hammer Loop
Tapes 30', 100'	Tape Holder for Belt
Framing Square	
Speed Square	Level II & III Construction Worker Ironworker
Nail Bar & Cat Claw	Tool Pouches
Crow Bar	Tapes 30', 100'
Handsaw & Hacksaw	Shop Hammer
4' Level	Bolt Bag
2' Level	Spud Crescent Wrench
Chalk Line	Sleever Bar
Plumb Bob	
Wood Chisel Set	
Cold Chisel	
Utility Knife	
Nail Set	
Sheet Rock / Keyhole Saw	
Crescent Wrench	
3/8" Socket Set	
Screw Driver Set	
Level II & III Construction Worker Metal Building Erector	Level II & III Construction Worker Metal Building Erector
Tool Pouches	Chipping Hammer
Tapes 30', 100'	Tapes 30', 100'
Framing Square	Framing Square
Speed Square	Speed Square
Right & Left Hand Snips	Torpedo Level
Duckbill Clamps	2' & 4' Levels
Chalk Box	Welding Hood & Gloves
	Spud Crescent Wrench

BALDWIN & SHELL CONSTRUCTION COMPANY

PRE-EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

Note: This application is valid for 60 days. If you wish to be considered for employment after this 60-day period, a new application must be completed.

PERSONAL INFORMATION Please fill every blank space. Use N/A if answer is not applicable in your case DATE: _____

Name: _____ Social Security No.: _____

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Telephone No. (____) _____ Are you 18 years or older? Yes ____ No ____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Have you received a description of this job? (Pages 1 & 2 of this application) _____

Can you perform the essential functions of this job with or without reasonable accommodation? _____

Do you have reliable transportation? _____

Are You Employed Now? _____ If so, may we inquire of Your Present Employer? _____

Ever applied to this Company Before: _____ If so, where _____ When? _____

<u>EDUCATION</u>	Name and Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied
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Grammar _____

High School _____

College _____

Trade or Business _____

GENERAL

Number of years in the Construction Industry: _____

Military Service: _____ Rank: _____

Present Membership in National Guard Reserves: _____

Have you ever taken the AGC Certification Test? Yes _____ No _____

Baldwin & Shell Construction Company
Pre-Application Continued

FORMER EMPLOYERS (List last four starting with the last one)

Date/Month and Year	Name/Address of Employer	Name of Supervisor	Salary	Position	Reason for Leaving
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From _____
To _____

From _____
To _____

From _____
To _____

From _____
To _____

REFERENCES (Give the names of three persons, not related to you, whom you have known at least one year)

Name	Address	Business	Years Acquainted
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1. _____

2. _____

3. _____

In Case of Emergency Notify: _____
Name Address

Phone: _____

Have you ever been convicted of a crime, other than minor traffic offenses? _____

If so, please explain _____

Note: A prior conviction will not necessarily bar you from employment; however, the type of conviction and when it occurred will be considered.

CERTIFICATION

I certify that the information in this application is true and understand that misrepresentations or false or omitted facts may result in my termination, regardless of the time of discovery by the company. I also understand that, if hired, my employment is for no definite period and may be terminated at any time without written notice and that, absent a written contract signed by the President of the company; I will remain an at-will employee and can be terminated at any time without any notice.

I further understand that I may receive a conditional offer of employment but will be required to satisfactorily complete a medical history questionnaire and/or medical examination prior to being employed. I further understand and agree that I may be required to submit to a drug-screening examination at any time before I am offered a position or at any time during my employment, if I am hired.

Signed _____

