



EDEN
ENTERPRISES

We Build Dreams™

Application must be completed in full or it will not be considered even if your resume is attached.

Date: _____ 20__

NAME (LAST) (FIRST) (MI)

Age if under 18 _____

STREET ADDRESS

Referred by: _____

CITY STATE ZIP CODE

SOCIAL SECURITY NUMBER / FIN

EMAIL ADDRESS

HOME PHONE NUMBER – Include Area Code

APPLICATION FOR EMPLOYMENT: All candidates for employment with Eden Enterprises, Inc. must fully complete, date, and sign the company’s standard employment application form. The application form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information.

The company will investigate any portion of the requested information and will deny or later terminate the employment of anyone giving false, misleading or incomplete information.

The completed application form will be made part of the personnel file of those candidates accepted for employment.

An employment application form completed by an applicant not selected for available openings will be maintained in an active file for ninety (90) days and reviewed as suitable openings occur.

CONFIRMATION OF PREVIOUS EMPLOYMENT: It is the policy of Eden Enterprises, Inc. to request information from a prospective employee’s previous employer(s) in order to obtain the prospective employee’s work record as it pertains to his/her application for employment.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: Various federal and state law prohibit discrimination because of age, sex, race, color, religious creed, national origin, ancestry, handicap, military status or union affiliation. Please exclude any information of character which includes race, color, religious creed, national origin, age or ancestry of the applicant.

AFFIRMATIVE ACTION PLAN: Eden Enterprises, Inc. shall continue to base decisions on employment so as to further the principles of equal employment opportunity by hiring and employing qualified, reliable, productive employees without regard to race, color, religion, sex, age, national origin, veteran’s status, and mental or physical disability. In order to implant this policy, the company has adopted an affirmative action program.

IMMIGRATION LAW COMPLIANCE: Eden Enterprises, Inc. is committed to employing US Citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin. As a condition of employment and in compliance with federal Immigration and Reform Control Act (IRCA) of 1986, each new employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility. An employee will not be allowed to continue employment without providing proper identification documents.

MEDICAL EXAMINATION: To help ensure that employees are able to perform their duties safely, medical examinations may be required. For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, the medical examination will be conducted by a company-appointed physician at the company’s expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician’s report.

DRUG TESTING: Eden Enterprises, Inc. is committed to providing a safe, efficient, and productive environment for all employees; therefore, job applicants and current employees will be asked to provide body substance samples (such as urine and/or blood) to determine illegal use of drugs or alcohol. Any applicant who fails the drug test will not be accepted for employment. Any employee who refuses to submit to drug testing is subject to disciplinary action up to and including termination of employment.

MOTOR VEHICLE RECORD INQUIRY: Employees may be expected to drive company vehicles and must provide the company with current and acceptable motor vehicle driving information. Employment and/or assignment will be conditional pending the receipt of a satisfactory report from the Indiana Department of Motor Vehicles.

INSTRUCTIONS: Please carefully read all the questions and clearly print, in ink, your answers in the space provided. If you need more space, use the back of this form. If you cannot understand the question, please ask for an explanation. Answer all questions fully, honestly and completely. If the question does not apply to you, print “NA” which means “not applicable”.

Any and all of your answers are subject to verification by Eden Enterprises, Inc. at any time before or after employment. Any false, misleading or incomplete answer will be cause for immediate disqualification or termination of subsequent employment.

If you make a mistake in answering a questions, please draw a line through your answer, place your initials next to that line and print the correct information. Any changes to any answer must be initials by you.

1. Have you ever applied for employment or been employed by this company?

Yes No If yes, please explain: _____

Position applying for: _____ **Wage Expected \$** _____ **per** _____

Type of employment desired: Full Time Part Time Temporary Educational Co-op

2. Are you legally eligible for employment in the US? (Proof of US Citizenship or immigration status will be required upon employment) Yes No

3. Have you been convicted of a felony? (Such conviction may be relevant if job related, but does not bar you from employment).

Yes No If yes, please explain: _____

4. Will you work overtime or shift work? Yes No

5. Are you willing to travel? Yes No

6. EDUCATION:

	Name of School	Years Completed	Did you Graduate	Course of Study
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Courses:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certification (Trade):			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Licenses (Trade):			<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. EMPLOYMENT HISTORY

If current employer, may we contact? Yes No

Your application will not be considered unless every question in this section is answered. We will make every effort to contact previous employers, the correct telephone numbers of past employers are important. Include military service assignments, as well. **Begin with most recent employer.**

A. _____
COMPANY NAME CITY STATE PHONE NO.

From: _____ To: _____
JOB TITLE SUPERVISOR

DUTIES

Salary \$ _____ per _____. Reason for Leaving: _____



B. _____
COMPANY NAME CITY STATE PHONE NO.

From: _____ To: _____
JOB TITLE SUPERVISOR

DUTIES

Salary \$ _____ per _____. Reason for Leaving: _____



C. _____
COMPANY NAME CITY STATE PHONE NO.

From: _____ To: _____
JOB TITLE SUPERVISOR

DUTIES

Salary \$ _____ per _____. Reason for Leaving: _____



D. _____
COMPANY NAME CITY STATE PHONE NO.

From: _____ To: _____
JOB TITLE SUPERVISOR

DUTIES

Salary \$ _____ per _____. Reason for Leaving: _____



8. REFERENCES

NAME ADDRESS PHONE NO.

NAME ADDRESS PHONE NO.

NAME

ADDRESS

PHONE NO.

9. JOB RELATED SKILLS AND REQUIREMENTS:

Do you have a valid driver's license? Yes No

Do you have a valid CDL? Yes No

Can you perform the essential job functions of this job with or without reasonable accommodations? Yes No

Have you completed the OSHA Training Course? Yes No

Copy of Certificate? Yes No

Have you completed CPR and First Aid Training? Yes No

Copy of Certificate? Yes No

List other training completed: _____

10. Please list any other qualification which you believe would be very important for consideration:

NOTICE TO APPLICANTS

Eden Enterprises, Inc. reserves the right to require drug testing after an offer of employment is made to an applicant. If required, all offers of employment are conditioned upon passing of said drug test. Also, the company will make reasonable accommodations to aid handicapped applicants or employees to fulfill essential job functions.

SAFETY

Eden Enterprises, Inc. is safety conscious and therefore, each new hire is required to come to the jobsite prepared which includes appropriate attire, footwear, hard hat, safety glasses, ear protection and gloves. Hard hat and safety glasses will be issued. If your employment lasts less than 6 months, understand that you will be charged \$20 from your last paycheck to purchase the hard hat and safety glasses. All unsafe acts and all forms of harassment to other individuals will result in immediate termination.

REPRESENTATIONS AND WAIVERS:

Read the following conditions. If you have any questions regarding the conditions, you should ask for an explanation or clarification from the interviewer. Signify your understanding and specific acceptance of each condition by placing your initials at the end of the condition. **INITIALS**

I hereby authorize the company to investigate any and all statements contained in this application. _____

I hereby consent to the company conducting any checks concerning my background which are deemed necessary, advisable or helpful by the company (except contacting my current employer, unless permission was granted.) _____

I also understand that if hired, I will be required to submit to a drug test as part of this application procedure. I hereby consent to that drug test, cooperate fully with the test and waive any and all objections I might have to such drug testing. _____

I understand that if hired, \$20 will be deducted from my last payroll check for Company issued safety equipment if my employment lasts less than 6 months. If employed less than 1 year, cost for company issued shirts will be deducted. _____

I further understand and agree that if this application results in employment, my employment can be terminated with or without cause and with or without notice, at the option of either the company or myself. _____

I understand that no manager or representative of the company has the authority to enter into a n agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. _____

I understand that due to the cyclical nature of the construction industry that the company is not in a position to employ field personnel on a permanent basis. _____

I also understand that this application of employment is only active for ninety (90) days. _____

I certify and guarantee that all statements made on this application are true and complete to the best of my knowledge and without mental reservations. I understand that falsification of this application may result in my not being considered for employment or, in the event I become employed by the company, in my dismissal.

SIGNATURE OF APPLICANT

DATE

Thank you for taking the time to fill out our application of employment for Eden Enterprises, Inc. Eden is an Equal Opportunity Employer and does not discriminate in hiring or terms and conditions of employment. No question on this application is intended to secure information to be used for any form of discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

**** APPLICANT: COMPLETE THE SKILLS SURVEY SHEET ON PAGE 6 and PAGE 7 ****

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE OF HIRE: _____

WORK LOCATION: _____

SALARY/WAGE: \$ _____

DRUG SCREEN DATE: _____

FILL OUT NEW HIRE PACKET: _____

NOTES OR SPECIAL CONDITIONS DISCUSSED PRIOR TO HIRING:

NAME: _____	
CLASSIFICATION:	
<input type="checkbox"/>	Project Manager
<input type="checkbox"/>	Crew Superintendent
<input type="checkbox"/>	Superintendent
<input type="checkbox"/>	Skilled Carpenter
<input type="checkbox"/>	Semi Skilled Carpenter
<input type="checkbox"/>	Un-Skilled Carpenter
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Business Development
<input type="checkbox"/>	Clerical
<input type="checkbox"/>	Estimating
<input type="checkbox"/>	Part Time

Name: _____

EDEN ENTERPRISES, INC. EMPLOYMENT SKILLS SURVEY

SELF RATING VALUE; CHECK BOX THAT APPLIES: 1 = SOME EXPERIENCE.....5 = EXPERT

CATEGORY	5	4	3	2	1	Want to Learn	Interview Comments
Surveying							
Superintendent							
Final Cleaning							
Bobcat							
Backhoe							
Crane							
Landscaping							
Concrete Forming							
Concrete Finish							
Concrete Walls							
Block Laying							
Brick Laying							
Steel Erection							
Welding							
Demolition							
General Carpentry							
Rough Wood Carpentry							
Set Trusses							
Finish Carpentry							
Wood Stair Finish Carpentry							
Build Cabinets							
Install Fireplace							
Shingle Roofing							
Membrane Roofing							
Insulation							
Caulking							
Gutters							
HM Frames/Doors							
Install Hardware							
Metal Studwork							
Drywall Hanging							
Drywall Finishing							
Texture Ceilings							
Plaster Work							
Acoustical Ceiling							
Ceramic Tile							
Hardwood Floors							
Vinyl Flooring							
Carpet Seaming							
Painting							
Install Toilet Partitions							
Install Toilet Accessories							
Plumbing							
Heating & Air Conditioning							
Electrical Wiring							
Telephone Wiring							
Computer Use							
Repair Tools							

Name: _____

EDEN ENTERPRISES, INC. INTERIOR TRIM SKILL SURVEY

SELF RATING VALUE; CHECK BOX THAT APPLIES: 1 = SOME EXPERIENCE.....5 = EXPERT

CATEGORY	5	4	3	2	1	Want to Learn	Interview Comments
Install Base							
Install Casing (windows)							
Set pre-cased doors							
Set doors; not pre-cased							
Install crown mold							
Build built-in bookcases							
Build fireplace mantels							
Install box cabinets							
Run closed tread stair							
Run open tread stair							
Install newel posts, handrails, balusters							
Install window seats							
Install disappearing stairs							

I have my own coping saw: ____ Yes ____ No

Other: _____

