



PHI BUILDERS + ARCHITECTS

Consistent with the provisions of the ADA and the Maine Human Rights Act, applicants may request accommodations needed to participate in the application process.

Phi Home Designs is an equal opportunity employer dedicated to a policy of compliance with all federal, state, and local laws regarding nondiscrimination in employment. No question on this application is intended to secure information to be used for unlawful purposes.

| APPLICANT INFORMATION | | | | | |
|---|--|-----------------|----|--|------|
| Last Name | | First | | M.I. | Date |
| Street Address | | | | Apartment/Unit # | |
| City | | State | | ZIP | |
| Phone | | E-mail Address | | | |
| Date Available | | Social Security | | Desired Salary | |
| Position Applied for | | | | | |
| Are you a citizen of the United States? | | YES | NO | If no, are you authorized to work in the U.S.? | |
| | | | | YES | NO |
| Have you ever worked for this company? | | YES | NO | If so, when? | |
| | | | | | |
| Do you have reliable transportation? | | | | | |

| EDUCATION | | | | | |
|-------------|----|-------------------|---------|----|--------|
| High School | | | Address | | |
| From | To | Did you graduate? | YES | NO | Degree |
| | | | | | |
| College | | | Address | | |
| From | To | Did you graduate? | YES | NO | Degree |
| | | | | | |
| Other | | | Address | | |
| From | To | Did you graduate? | YES | NO | Degree |
| | | | | | |

SKILLS & SELF EVALUATION

Rate yourself in the following areas on a scale from 1 to 5 (1 = low, 5 = high)

Ability to organize 1 2 3 4 5 Ability to think 3-dimensionally 1 2 3 4 5 Ability to read plans 1 2 3 4 5
 Design sense 1 2 3 4 5 Cabinetmaking Knowledge 1 2 3 4 5 Interpersonal/Communications skills 1 2 3 4 5

| |
|----------------------|
| Other Skills to add: |
| |
| |
| |
| |

PREVIOUS EMPLOYMENT - STARTING WITH THE MOST RECENT

| | | | |
|--|--------------------|--------------------|----|
| Employer | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |

| | | | |
|--|--------------------|--------------------|----|
| Employer | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |

| | | | |
|--|--------------------|--------------------|----|
| Employer | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |

| | | | |
|--|--------------------|--------------------|----|
| Employer | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |

| |
|--|
| Please explain any periods of unemployment: |
| |
| |
| |
| |
| |

MILITARY SERVICE

| | | |
|----------------------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |
| If other than honorable, explain | | |

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

If an offer of employment is received, I agree to a pre-placement physical by a health professional selected and paid for by Phi Home Designs. I understand that any offer of employment is conditioned upon results of this post-offer physical.

Signature X _____ Date _____

REFERENCES

Please list three professional references.

| | |
|-----------|--------------|
| Full Name | Relationship |
| Company | Phone () |
| Address | |

| | |
|-----------|--------------|
| Full Name | Relationship |
| Company | Phone () |
| Address | |

| | |
|-----------|--------------|
| Full Name | Relationship |
| Company | Phone () |
| Address | |

Phi • losophy

Our philosophy starts with understanding the needs of our clients. We are conscious every day of the quality, efficiencies and costs of our projects. Initially we facilitate and clarify our client's expectations and then follow through clearly and logically as we achieve those goals. We genuinely care about the well-being of our employees and have sought out individuals that we have identified as wanting to be part of a healthy & growing company. They each have a passion for what they do and with our supportive environment, this naturally translates into doing the best possible job for our clients.

www.phihomedesigns.com