



Phone: 508-523-4141
 Fax: 508-519-0059
 Email: Service@AlexanderHandyman.com
 Web: AlexanderHandyman.com
 Address: P.O.Box 196
 Auburn, MA 01501

Employment Application

Please fill out this form and send it back to DOUG ALEXANDER by Mail, Fax, or Email

Personal Information

DATE _____

NAME (Last, First)				DATE OF BIRTH (mm/dd/yyyy)	
STREET ADDRESS		APT#	CITY	STATE	ZIP CODE
HOME PHONE		EMAIL ADDRESS			
CELL PHONE		SOCIAL SECURITY NO.			
POSITION YOU ARE APPLYING FOR:			DATE YOU CAN START		SALARY DESIRED

Background

	YES	NO
DO YOU HAVE YOUR OWN TRANSPORTATION?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE YOUR OWN CELL PHONE?	<input type="checkbox"/>	<input type="checkbox"/>
ARE YOU CURRENTLY EMPLOYED?	<input type="checkbox"/>	<input type="checkbox"/>
MAY WE CONTACT YOUR CURRENT EMPLOYER?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED OF A CRIME?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE CITIZENSHIP TO WORK IN THE U.S.?	<input type="checkbox"/>	<input type="checkbox"/>

Licensing

PLEASE LIST ANY TRADE LICENSES	
LICENSE TYPE	LICENSE NUMBER
_____	_____
_____	_____
_____	_____

Education History

	NAME OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	RELEVANT SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE SCHOOL				
OTHER EDUCATION				

Employment History

DATE	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				

References

NAME	ADDRESS / PHONE	RELATION (former boss, co-worker, etc)	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if employed by Alexander Handyman, falsified statements on this application shall be grounds for dismissal."

 SIGNATURE

 DATE



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Personal Inventory

Please fill out this form and send it back to DOUG ALEXANDER by Mail, Fax, or Email

NAME: _____ **DATE:** _____

Experience

<p style="text-align: center;">Please rate the following skills with the appropriate designation:</p> <p>0 No Experience</p> <p>1 Some (< 1 yr)</p> <p>2 Moderate (1-3 yrs)</p> <p>3 Expert (3+ yrs)</p>	<p><u>DECKS, SHEDS, & FENCES:</u></p> <p>___ Build a shed kit</p> <p>___ Design / Build a custom shed</p> <p>___ Replace decking on deck</p> <p>___ Install / Repair Deck railings</p> <p>___ Design & Install Deck stairs</p> <p>___ Design / Build a 1 story deck</p> <p>___ Design / Build a 2nd story deck</p> <p>___ Design / Build a pool deck</p> <p>___ Replace a fence post</p> <p>___ Build a privacy fence</p> <p>___ Install chain link fence</p> <p>___ Build a fence gate</p> <p>___ Replace fence pickets</p> <p><u>DOORS:</u></p> <p>___ Install / Replace prehung door</p> <p>___ Install / Replace door slab</p> <p>___ Install / Replace shower door</p> <p>___ Install / replace pocket door</p> <p>___ Install / Replace bypass doors</p> <p>___ Install / Replace bifold doors</p> <p>___ Install / Replace casing trim</p> <p>___ Install / Replace threshold</p> <p>___ Repair door jamb</p> <p>___ Install / Replace storm door</p> <p>___ Install new locksets / deadbolts</p> <p><u>WINDOWS:</u></p> <p>___ New construction windows</p> <p>___ Install Replacement windows</p> <p>___ Repair broken glass pane</p> <p>___ Replace damaged window sill</p> <p>___ Repair leaky window</p>	<p><u>CEILING & WALLS:</u></p> <p>___ Design / Install a drop ceiling</p> <p>___ Design & frame interior walls</p> <p>___ Install sheetrock</p> <p>___ Tape & Finish drywall joints</p> <p>___ Apply textured plastering</p> <p>___ Apply popcorn finish</p> <p>___ Patch holes in drywall</p> <p>___ Install paneling</p> <p>___ Install shiplap T&G walls</p> <p>___ Install / Repair wallpaper</p> <p><u>FLOORS:</u></p> <p>___ Install laminate flooring (Pergo)</p> <p>___ Install linoleum flooring</p> <p>___ Install carpet</p> <p>___ Install / Repair hardwood floor</p> <p>___ Finish / Refinish hardwood</p> <p>___ Repair / Replace subfloor</p> <p>___ Repair squeaky floor</p> <p>___ Install ceramic tile floor</p> <p>___ Install vinyl tile floor</p> <p><u>INTERIOR CARPENTRY:</u></p> <p>___ Install crown moulding</p> <p>___ Install baseboard / chair rail</p> <p>___ Install window and door trim</p> <p>___ Install interior staircase</p> <p>___ Install Interior stair railings</p> <p>___ Install / Replace cabinets</p> <p>___ Install prefab countertops</p> <p>___ Build custom laminate counters</p>	<p><u>PLUMBING:</u></p> <p>___ Install / Repair a sink faucet</p> <p>___ Replace sink drain trap</p> <p>___ Install / Repair a tub faucet</p> <p>___ Install / Replace a sink</p> <p>___ Install / Replace a vanity</p> <p>___ Install / Replace a toilet</p> <p>___ Repair / Replace copper pipe</p> <p>___ Install / Replace tub</p> <p>___ Install tub surround</p> <p>___ Install dishwasher</p> <p>___ Install ice maker</p> <p>___ Install sink disposal</p> <p>___ Troubleshoot leaks</p> <p><u>ELECTRICAL:</u></p> <p>___ Install / Replace a light fixture</p> <p>___ Install recessed lighting</p> <p>___ Install exterior lampposts</p> <p>___ Install track lighting</p> <p>___ Install / Replace a ceiling fan</p> <p>___ Replace a switch or outlet</p> <p>___ Install a bath exhaust fan</p> <p>___ Repair / Replace a doorbell</p> <p>___ Test for live circuits</p> <p>___ Swap out a florescent ballast</p> <p><u>PAINTING / FINISHING:</u></p> <p>___ Brush painting</p> <p>___ Roller painting</p> <p>___ Airgun painting</p> <p>___ Stain matching</p> <p>___ Apply smooth polyurethane</p> <p>___ Faux painting</p>
<p><u>MISCELLANEOUS:</u></p> <p>___ Install Dryer vent</p> <p>___ Hang heavy mirrors & pictures</p> <p>___ Install closet shelving</p> <p>___ Assemble kit furniture</p> <p>___ Hang curtains & blinds</p> <p>___ Clean gutters</p> <p>___ Trim hedges</p> <p>___ Powerwash house / deck</p> <p>___ Assemble swingset</p> <p>___ Install mailbox</p> <p><u>CONCRETE / ASPHALT:</u></p> <p>___ Sidewalk & Slab repair</p> <p>___ Repair concrete steps</p> <p>___ 4' Footings</p> <p>___ Lay brick</p> <p>___ Lay glass block</p> <p>___ Repair driveway cracks</p> <p>___ Seal asphalt driveway</p> <p><u>COMPUTER SKILLS:</u></p> <p>___ Word Processing (MS Word)</p> <p>___ Spreadsheets (Excel)</p> <p>___ Architectural CAD</p> <p>___ Punch Pro Home Design</p> <p>___ Deck Design Software</p>	<p><u>MANAGEMENT SKILLS:</u></p> <p>___ Overseen a crew</p> <p>___ Performed a job Quote</p> <p>___ Project Planning</p> <p>___ Project Supervisor</p> <p>___ Filed a Building Permit</p>	<p><u>LIST ANY OTHER RELEVANT SKILLS:</u></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Equipment

<p style="background-color: yellow; text-align: center; padding: 2px;">Check off any of the following tools that you OWN and would be willing to use if hired by Alexander Handyman.</p> <p>___ Personal Vehicle</p> <p>___ Work Truck</p> <p>___ Cell Phone</p> <p>___ Extension Ladders</p> <p>___ Step Ladders</p> <p>___ Electric Drill</p> <p>___ Electric Circular Saw</p> <p>___ Cordless Drill</p> <p>___ Cordless Circular Saw</p> <p>___ Electric Recip saw</p> <p>___ Electric Jig Saw</p> <p>___ Drill bit set</p> <p>___ Wrench set</p> <p>___ Hammer</p> <p>___ Channel locks / Pliers</p> <p>___ Tape Measure</p> <p>___ Paint Rollers</p> <p>___ Drop Cloths</p> <p>___ Caulking Gun</p> <p>___ Torch Kit</p> <p>___ Orbital Sander</p> <p>___ Router</p> <p>___ Allen Wrench Set</p> <p>___ Safety Glasses</p> <p>___ Metal Snips</p> <p>___ Table Saw</p>	<p>___ Miter saw</p> <p>___ Framing square</p> <p>___ 4' Level</p> <p>___ 2' Level</p> <p>___ Air compressor</p> <p>___ Framing Nailer</p> <p>___ Finish Nailer</p> <p>___ Tool Belt</p> <p>___ Tool Box</p> <p>___ T-Square</p> <p>___ Shop Vac</p> <p>___ Wheel Barrow</p> <p>___ Plaster Knives</p> <p>___ Crow Bar</p> <p>___ Wonder Bar</p> <p>___ Chissel Set</p> <p>___ Wet Saw</p> <p>___ Trowels</p> <p>___ Outlet tester</p> <p>___ Wire Stripper</p> <p>___ Lineman's Pliers</p> <p>___ Flashlight</p> <p>___ Shovels</p> <p>___ Post Hole Diggers</p> <p>___ Chainsaw</p> <p>___ Pruning Tools</p> <p>___ Rakes</p> <p>___ Push Broom</p> <p>___ Socket set</p>	<p><u>LIST ANY OTHER TOOLS</u></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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