



Eastman Associates, Inc.
 P.O. Box 810
 6 Railroad Ave.
 Oneonta, NY 13820
 Phone: 607.432.7803
 FAX: 607.4432.8140
www.eastman-assoc.com

Application for Employment

We are an equal opportunity employer. The company does not discriminate based on race, color, religion, creed, sex, national origin, age, sexual orientation, disability or any other status protected by law.

Application Number: _____

We are a merit shop contractor. Regardless of their job classification or description, all field and shop employees are expected to do carpentry, concrete, masonry, iron work, excavation, interior and exterior finishing, and underground piping work.

Name: _____ Date: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Cell Phone: _____ E-mail address: _____

Are you 18 years of age or older? Yes No Can you legally work in the U.S.A.? Yes No

Type of employment desired: Full-time Part-time Temporary Internship

May we contact your present employer? Yes No

Who referred you to Eastman? _____

Do you have any relatives employed by the company? Yes No

If so, who? _____

Position desired: _____ Salary desired: _____

Date you can start work: _____ Can you provide your own transportation? Yes No

What are your career objectives? _____

Have you been convicted of a felony or misdemeanor in the past 5 years? Yes No

If so, explain: _____

Give 3 references unrelated to you, and who are not previous employers:

Name	Phone	Relationship

EMPLOYMENT EXPERIENCE

Please list positions you have held. If lapses occurred between periods of employment, please specify in the space provided at the bottom of this page. List your most recent employment first. Include military service assignments and volunteer activities. *(Exclude groups which indicate race, color, religion, sex or national origin.)*

Employer: _____ Address: _____ Phone: _____ Supervisor: _____ Position held: _____ Primary duties: _____ _____	Starting position: _____ Final position: _____ Employed from: _____ to: _____ Starting salary: _____ Ending salary: _____ Reason for leaving: _____ _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Internship <input type="checkbox"/>
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Reason for gaps in employment and/or other notes:

SKILLS

Please rate yourself on the following skills:

1 = No experience 5 = very skilled

Task	1	2	3	4	5	Comments
Blueprint Reading						
Site Layout						
Site Work						
Heavy Equipment Operation						
Rough Carpentry/Framing						
Finish Carpentry						
Wood Door & Window Installation						
Metal Framing						
Steel Door & Window Installation						
Sheetrocking						
Taping & Painting						
Siding						
Roofing						
Floors (hard & softwood installation)						
Ceilings						
Formica						
Concrete Formwork						
Concrete Finishing						
Mechanical Piping						
Selective Demolition						
Clean Room Environments						
Plyscore, Walls & Façade						
Unistrut Bracing						
Metal Partitions						
Trenching						
Pipe Laying						
Masonry						
Mechanical						
Superintendent						
Foreman						
Laser Operation						
Utility Work						
Industrial Building						
Commercial Building						
Residential Building						
Acoustical Ceilings						
VCT						

EDUCATION

	Elementary	High School	College/University	Graduate/Professional
School Name:				
Years complete (circle):	5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree:				
Describe course of study:				
Describe specialized training, apprenticeship, skills, and extra curricular activities.				

Honors received:

Summarize special skills and qualifications acquired from employment or other experience:

APPLICANT ACKNOWLEDGEMENT

The information provided by me in this Application for Employment is true and complete. I understand that if I were employed, misrepresentation, omission or any false statements contained in this application would be cause for dismissal. I hereby authorize Eastman Associates to investigate all statements in this application as may be necessary.

I understand that I will be expected to do carpentry, concrete, ironwork, masonry, excavation/backfill, interior and exterior finish, and underground piping. I understand I will have to work overtime or alternate shift hours on short notice.

I understand that the use or possession of alcohol or controlled substances on Eastman Associates projects and during the course of Eastman Associates work assignments is strictly prohibited, and would be cause for immediate dismissal.

As a condition of my employment, I agree to urine sample collection and controlled substance testing. I understand that a positive test for controlled substance based on the urinalysis test will disqualify me from employment with the company. The medical review officer will maintain the results of the urinalysis test. Negative and positive results will be reported to the company. My written authorization is required for the urinalysis test results to be given to other parties. I have read and understand the above condition for the pre-employment urinalysis notification.

Further, I understand that employment with Eastman Associates is at will employment, as per NYS law, which means that either I or the company may end the employment relationship at any time with or without cause.

Applicant's signature: _____ Date: _____

Witnessed by: _____ Date: _____
Company representative's signature



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Employee Tool Requirements

Below is a list of tools required for carpenters, carpenters helpers and laborers. We expect that all employees understand and plan ahead so that the tools required are on site each day. This will assure that you have enough tools and the right tools with you at all times.

CARPENTER TOOL REQUIREMENTS

Pencils
Tool pouch
Hammer holster and hammer
25' tape
2' and 4' level
Speed square
Chalk line 100'
Chisels 1/4" to 1 1/2"
Nail sets
Screwdrivers, straight and Phillips, assorted sizes
Wrenches, assorted sizes
Adjustable wrench, 10"
Vise Grips
Hacksaw
Hand saws
3/8" drill, cordless
4' square
Sheetrock knife
Driver bits, 1/2, 5/16 & 3/8"
Pliers
Clamps, assorted
Putty knife
Block plane
Masonry chisel
Flat and crow bars
Framing square

LABORER TOOL REQUIREMENTS

Pencils
Tool pouch
Hammer holster and hammer
25' tape
Sheetrock knife
Speed square

CARPENTERS HELPER TOOL REQUIREMENTS

Pencils
Hammer holster and hammer
Tool pouch
25' tape
50' chalk line
Speed square
Screwdrivers, straight and Phillips, assorted sizes
Wrenches, assorted sizes
Sheetrock knife