



# KIRBERG COMPANY EMPLOYMENT APPLICATION Field and Shop Applicants

## Employment Application Instructions

*Candidates can often have their applications rejected due to errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. Please read these instructions carefully before submitting your employment application. **Any misrepresentation in this application and/or attachments will cause your application to be rejected and/or subject you to dismissal.***

➤ **GENERAL INFORMATION**

- Please read the minimum requirements for the job in which you are interested.
- Kirberg Company has labor contracts with various local unions affiliated with the United Union of Roofers, Waterproofers and Allied Workers, Local Union No. 2, A.F.L.-C.I.O. Those contracts require that as a condition of continued employment, employees pay initiation fees and membership dues to the local union as a condition of continued employment.
- Apply for positions only if you meet the minimum qualifications for the job.
- This application for employment shall be considered active for a period of time not to exceed 60 days from the date the company receives it.
- If you are offered employment based on this application, the offer will be conditioned upon a medical examination and/or physical ability tests to determine whether you are able to perform the essential functions of the job for which you have applied and are being considered, with or without a reasonable accommodation.
- This application is considered current, **only** for the position applied for as listed on page 2 of this application.
- Type or print applications in blue or black ink.
- Remember to sign and date your employment application.
- Applicants should provide accurate and complete application information.

Kirberg Company - St. Louis 1400 South Third St. St. Louis, MO 63104 314.534.4444 (phone) 314.534.2626 (fax) <a href="#">Map and Directions (PDF)</a>	Kirberg Company - Springfield, MO 1140 North Eldon Road Springfield, MO 65803 417.833.3323 (phone) 417.833.4747 (fax) <a href="#">Map and Directions</a>
Kirberg Company— Jefferson City 1338 Monroe St. Jefferson City, MO 65101 573.635.9997 (phone) 573.635.1350 (fax) <a href="#">Map and Directions</a>	Kirberg Company— Kansas City, KS 1035 Cheyenne Ave. Kansas City, KS 66105 913.621.0442 (phone) 913.621.0529 (fax) <a href="#">Map and Directions</a>

Referral Source (Be Specific):		
<input type="checkbox"/> Advertisement:	<input type="checkbox"/> Friend:	<input type="checkbox"/> Relative:
<input type="checkbox"/> Employment Agency:	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other:



**\*\*\* Please read employment application instructions before completing this form \*\*\***

<b>POSITION FOR WHICH YOU ARE APPLYING:</b>							
Check <b>all</b> that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Special Assignment <input type="checkbox"/>							
Last Name			First Name			Middle Initial	
Mailing Address						City	
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.		E-Mail Address	
Do you have a valid Commercial Driver's License?		<input type="checkbox"/> Yes <input type="checkbox"/> No	State	Expiration Date		License Class  Endorsement	

Have you ever been convicted of a felony within the last 7 years? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits).

*If Yes, please explain:* \_\_\_\_\_ *Date of Conviction* \_\_\_\_\_

Yes  No

Are you a former employee of Kirberg Company.? If yes please give:

*Last Date(s) of Employment* \_\_\_\_\_ *Location(s)* \_\_\_\_\_  
to \_\_\_\_\_

Have you filed an application with Kirberg Company before? If yes, Please give date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate any foreign language(s) you can speak, read and/or write:	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

References	
Name	Contact Information/Telephone Number

## EDUCATION AND TRAINING

### Related Training (Correspondence, Business, Trades, Vocational, Armed Forces Schools, etc.)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

## EMPLOYMENT HISTORY

May we contact your present employer? YES  NO  Comment: \_\_\_\_\_

<b>1</b>	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address ( <b>city and state are required</b> )		
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer		Hours per Week	Hourly Rate/Salary ____   ____ Starting    Final	Name & Title of Immediate Supervisor	Telephone Number
Reason for Leaving					
Title of Position Held			Number & Job Title of Employees you Supervised		
Describe Job Duties and Functions:					

<b>2</b>	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)		
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer		Hours per Week	Hourly Rate/Salary ____   ____ Starting    Final	Name & Title of Immediate Supervisor	Telephone Number
Reason for Leaving					
Title of Position Held			Number & Job Title of Employees you Supervised		
Describe Job Duties and Functions:					

<b>3</b>	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)		
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer		Hours per Week	Hourly Rate/Salary ____   ____ Starting    Final	Name & Title of Immediate Supervisor	Telephone Number
Reason for Leaving					
Title of Position Held			Number & Job Title of Employees you Supervised		
Describe Job Duties and Functions:					

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you currently capable of performing all of the activities and functions of the job or occupation for which you have applied? A job description of the activities involved in such a job or occupation is attached.**

Yes  
 No

**POLICY STATEMENTS FOR EMPLOYMENT APPLICATION**

**DRUG-FREE WORKPLACE ACT**

Kirberg Roofing, in compliance with the Drug-Free Workplace Act of 1988, P.L. 100-690, certifies that we will maintain a drug free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance by any employee in the workplace and will enforce strict sanctions, up to and including discharge, for any violation of this policy.

**IMMIGRATION REFORM AND CONTROL ACT (eVerify)**

Kirberg Roofing is required by law to verify all new employees' eligibility for employment in the United States. A new employee must provide the Employer with documentation of his/her authorization to work and proper identification within the first three days of employment. Employment will be terminated if appropriate documentation is not submitted.

**EQUAL OPPORTUNITY STATEMENT:**

Kirberg Roofing is an equal opportunity employer. We select, train, assign and advance employees on the basis of job-related ability and performance. We have and will continue to afford equal opportunity to all individuals without regard to race, creed, color, age, sex, national origin, religion, disability, Vietnam Era Veteran status or other protected veteran status, genetic information or other classifications as required by applicable U.S. federal, state or local law.

**CONDITIONS OF EMPLOYMENT STATEMENT**

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

This application for employment shall be considered active for a period of time not to exceed 60 days from the date the company receives it.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or employment contract or collective bargaining agreement, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I authorize investigation of all statements contained in this application for employment. I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment. I understand that, as directed by company policy and consistent with the job described, the Employer may be requesting information from public and private sources about my worker's compensation injuries, driving record, criminal convictions, education, credentials, and references.

Medical and worker's compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable laws. According to the Fair Credit-Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name, address and phone of the agency or the source which provided the information.

If employed, I consent to submit to and cooperate in any questioning, any searches of my assigned vehicle, locker or storage area, or bags or other belongings on or in Kirberg Roofing, Inc. property that Kirberg Roofing, Inc. in its discretion may request, and I understand that the refusal to submit to or cooperate in these procedures is grounds for disciplinary action up to and including immediate discharge. In the event that I am employed, I understand that regardless of the shift and job that I am first assigned, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of Kirberg Roofing, Inc. I understand that I must meet the health standards established by the Kirberg Roofing, Inc. as a condition of initial and continued employment, which may be determined by a physical examination including drug and alcohol screening. I understand, also, that I am required to abide by all rules and regulations of the employer.

By my signature, I certify, authorize and acknowledge the above statements.

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Print Name

Signature

Date

(Unsigned applications will not be considered)



## **KIRBERG COMPANY**

### **Duties of Roofer Position**

The following description of the required functions of the roofer position is intended to be representative but is by no means an exhaustive listing of such functions. As part of the application process, you may be asked to describe or demonstrate how you will be able to perform these functions. If you wish, we will discuss with you what sort of reasonable accommodations may be appropriate to assist you in performing the various functions of this position. The required functions are as follows:

1. The ability to carry and set up a 40-foot aluminum extension ladder unassisted and climb and descend all types of ladders unassisted.
2. The ability to work at heights in excess of 10 feet; the ability to navigate on flat and sloped roofs.
3. The ability to lift and carry roofing materials, such as rolls of roofing felt weighing approximately 100 pounds each, repeatedly during the work day; and
4. The ability to cut, hammer, fasten, mop and otherwise work with roofing materials using hand and mechanical tools.
5. The ability to work outdoors in all types of weather conditions.
6. Comprehend and master safe work practices per Kirberg Company employee Safety and health manual.
7. Work in dusty and dirty environments.
8. Work from all positions; erect, bent over, and on hands and knees.
9. If required operate company vehicle safely and maintain proper Motor Vehicle license classification.
10. Be at the job site by own means and ready to work at start of day as dictated by supervisor (time may vary).
11. Be drug free and submit to urine testing.