



*A working dog is a
happy dog!*

APPLICATION FOR EMPLOYMENT

WITH

TRI-PUPS, INC.



**25580 Farmbrook
Southfield, MI 48034
(248) 597-2929**

Tri-Pups, Inc. is an equal opportunity employer. We do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicants Legal Name: _____ Today's Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Home Telephone #: _____ Alternative Telephone #: _____

Social Security #: _____ Driver's License/State ID #: _____

E-Mail Address _____

Type of employment desired: _____ full-time (35+ hr/wk) _____ part-time _____ temporary

How soon are you available to work? _____

What days of the week & time blocks are you able to work? _____

- Do you have a **valid** driver's license? _____ Yes _____ No
- Do you have any objection to working overtime if necessary? _____ Yes _____ No
- Do you have regular reliable transportation available for your use? _____ Yes _____ No
- Can you travel if required by this position? _____ Yes _____ No
- Have you ever been previously employed by our organization? _____ Yes _____ No
- Do you have a legal right to work in the United States? _____ Yes _____ No
- Are you 19 years of age or older? _____ Yes _____ No
- If you are under 18, can you furnish a work permit if required? _____ Yes _____ No
- Have you ever been convicted of a crime in the last 10 years? _____ Yes _____ No
- If yes, please explain (a conviction will not automatically bar employment): _____

What attracted you to apply for employment with Tri-Pups, Inc.? _____

EMPLOYMENT HISTORY

Please provide all employment information for your past four employers starting with the most recent. If you prefer, a resume can be attached to the back of the application. For any information requested that does not appear on your attached resume, you **must** complete the blanks below.

Employer: _____	Position held: _____
Address: _____	

Immediate Supervisor & Title: _____	
Dates employed: from _____ to _____	
Salary (start/end): _____	
Your duties/skills: _____	

May we contact this person? Y N Phone No. _____	
Reason for leaving: _____	

Employer: _____	Position held: _____
Address: _____	

Immediate Supervisor & Title: _____	
Dates employed: from _____ to _____	
Salary (start/end): _____	
Your duties/skills: _____	

May we contact this person? Y N Phone No. _____	
Reason for leaving: _____	

Employer: _____	Position held: _____
Address: _____	

Immediate Supervisor & Title: _____	
Dates employed: from _____ to _____	
Salary (start/end): _____	
Your duties/skills: _____	

May we contact this person? Y N Phone No. _____	
Reason for leaving: _____	

Employer: _____ Position held: _____
 Address: _____

 Immediate Supervisor & Title: _____
 Dates employed: from _____ to _____ Salary (start/end): _____
 Your duties/skills: _____

 May we contact this person? Y N Phone No. _____
 Reason for leaving: _____

EDUCATIONAL HISTORY

SCHOOL	NAME & ADDRESS	MAJOR/ MINOR	DEGREE/ STUDIED	YEARS COMPLETED
HIGH SCHOOL OR GED				
HIGH SCHOOL (IF ATTENDED MORE THAN 1)				
BUSINESS OR TECHNICAL SCHOOL				
COLLEGE				
COLLEGE (IF ATTENDED MORE THAN 1)				
GRADUATE SCHOOL				
OTHER SCHOOL				

U.S. MILITARY SERVICE

BRANCH	TYPE OF DUTY	DATE ENTERED	DATE LEFT	LAST RANK
SERVICE SCHOOLS OR SPECIAL TRAINING				TYPE OF DISCHARGE
DRAFT CLASSIFICATION-SPECIFY REASON			LOCAL BOARD NO. AND ADDRESS	
RESERVE STATUS _____ READY _____ STANDBY _____ NONE			UNIT DESIGNATION	

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

PROFESSIONAL (NOT PERSONAL) REFERENCES

NAME	ADDRESS	OCCUPATION	YEARS KNOWN	TELEPHONE # (INCLUDING AREA CODE)

Do you have any friends or relatives employed by Tri-Pups, Inc.? If so, please explain who and what your relationship is. _____

I hereby authorize Tri-Pups, Inc. to contact, obtain, and verify the accuracy of all information contained in this application from all previous employers, educational institutions, and references. I authorize any school or former employer to disclose to Tri-Pups, Inc., upon request, any information they may have as to my record, performance, and attendance and will hold such schools and employers harmless for such disclosure. I also hereby release Tri-Pups, Inc. and its representatives from liability for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or Tri-Pups, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

In consideration of my employment, I agree to conform to the rules and regulations of Tri-Pups, Inc. including, but not limited to those contained with the Tri-Pups, Inc. Employee Handbook. I agree to comply with all ethical standards both written within the Handbook and those implied by society as a whole.

I understand that it is the policy of Tri-Pups, Inc. not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a **reasonable** accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signature of Applicant _____ Date _____

SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE

Tri-Pups, Inc. has developed a series of questions that we ask each employment candidate to complete to the best of his/her ability. The answers to these questions help us to learn more about you and why you are interested in employment with Tri-Pups, Inc. Thank you for your patience and cooperation in completing this questionnaire.

Applicants Legal Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

1. Why are you applying for this position? Please be as specific as you can.

2. On a scale of 1-10, how committed are you to getting and keeping this job?

1 2 3 4 5 6 7 8 9 10

Smallest commitment

Greatest commitment

3. How important are the following items to you? Please rank each item.

1 2 3 4 5 6 7 8 9 10

Not at all Important

Very important

Doing the same tasks every day

Reporting to the same location every day

Heavy supervision (being told everything to be done)

Job rotation amongst employees

Interaction with co-workers (working as a team)

Completing a project from start to finish

- Compensation based on performance _____
- Driving a short distance to work each day _____
- Job stability _____
- Set work hours/days _____
- Medical and dental insurance provided by employer _____
- On-the-job training _____
- Formal training (in a classroom) _____
- Flexible working hours _____
- Working in a clean environment _____
- Receiving feedback from peers and supervisors _____
- Working independently _____
- Opportunities for advancement _____
- 401(K) plan or equivalent _____
- Employer's reputation _____
- Hourly compensation _____
- Paid time off (i.e. vacations, sick time, etc.) _____
- Written company policies _____
- Having fun at work _____
- Opportunity to work overtime (more than 40 hours/wk) _____
- Smoking allowed on the job _____
- Drug testing for all employees _____
- Working for a company with a labor union _____

4. Describe a time when you did more than what was expected on the job.

8. What is the best job you have ever had and why do you feel that way?

9. What do you think you will like most about the job that you are applying for at Tri-Pups, Inc.?

10. Have you ever worked for a construction company before? Tell us what you liked most about it. Tell us what you liked least about it.

11. Which would you prefer: to be paid a stable hourly salary or to put some of your salary at risk, based on your performance?

12. Describe an employment situation that occurred in which one of your peers did something unethical (i.e. violated company policy). How did you react to the situation?

13. Have you ever worked with a Manager or Supervisor that did something unethical? If so, describe the activity that took place and how you reacted to the situation?

14. What are your professional goals for the next year? 2 years? 5 years? 10 years?

15. If you had only one word to describe yourself, what word would that be?

16. What did you learn on your last job? What about the job prior to that?

17. Describe your personality.

18. Do you have your own transportation? If so, describe the type of vehicle. Will you have the ability to get to and from job sites on your own? Will you have a vehicle available throughout the workday to drive to the various sites worked on?

19. Name three things you like and three things you dislike about your most recent or current position. What would you change about your current job?

20. What was the best job you ever had, and why?

21. In considering a new position what do you look for? What are the five most important features for you in a job?

22. Have you ever worked with power tools? Name some that you have used.

23. When have you failed? Describe the circumstances and how you dealt with and learned from the experience.

24. Read each statement and rate it in terms of how interested you would be in performing the activity on a regular basis. Use the following scale:

1	2	3
Not Willing or Interested	Willing but Not Really Interested	Definitely Willing and Interested
• To remodel people's homes		_____
• To remodel office or industrial buildings		_____
• To hang, mud, tape, and sand drywall		_____
• To build stud walls (both metal & wood)		_____
• To paint a room (including prep work)		_____
• To report to a different location each day		_____
• To work as a team		_____
• To work for a company with a labor union		_____
• To do minor electrical repairs/installs		_____
• To do minor plumbing repairs/installs		_____
• To perform building demolition work		_____
• To clean up the job site, company vehicles, etc.		_____
• To do landscaping (grass cutting, planting, etc.)		_____
• To work outside (variable weather conditions)		_____

Thank you for completing this questionnaire. Please return the completed questionnaire and employment application to tripups@comcast.net or mail to:

Tri-Pups, Inc.
 Attention: Debbie Aliotta
 25580 Farmbrook
 Southfield, MI 48034

Thank you and have a nice day!