

SCHACHTLER CONTRACTING

APPLICATION FOR EMPLOYMENT

Please **TYPE** or **PRINT** clearly. To be considered for employment, this *Application for Employment Form* must be completed and signed personally by the applicant. Each question must be answered in full, even if a resume is provided. If an answer is NO or NOT APPLICABLE, indicate such.

SCHACHTLER CONTRACTING is an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, genetic predisposition or carrier status, disability, marital status, pregnancy, veteran status, or any other legally protected class or status.

Please notify a company representative if a reasonable accommodation is needed to participate in the application and/or interviewing process.

BIOGRAPHICAL DATA	Name (First, Middle, Last)			Telephone Number		
	Street Address					
	City			State		Zip Code
	Position Applied For			Rate of Pay Desired		
	Are you Available to Work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary (check all that apply) <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Nights			Date Available to Start Work		
	Are you 18 years of age or older?					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you previously submitted an <i>Application for Employment Form</i> and/or been interviewed for employment with us? If yes, give month and year ____/____/____					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever been employed by us before? If yes, give dates From ____/____/____ to ____/____/____					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States? <i>Employment eligibility will be verified upon employment.</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have a valid NYS Driver License? Other State? _____					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have a 10 HR OSHA Course?					<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have had an opportunity to review a job description for the position for which you are applying, are you able to perform the essential functions of this position with or without reasonable accommodation?					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Job Description Not Provided
EDUCATION	Type of School Attended	Name and Location of School	Number of Years Completed	Course of Study/Major	Diploma or Degree Obtained	GPA
	High School Or Preparatory School					
	College					
	Other					
	List any additional job-related skills, technical, or professional knowledge that you feel would support your qualifications for employment:			List any certificates, licenses, or professional achievements that would support your qualifications for employment:		

EMPLOYMENT HISTORY Provide employment information, including military service, for the last 15 years, starting with the most recent employer first. If you've held more than three jobs, provide this information on another sheet and attach to this form.

If current employer, may we contact to obtain employment information? Yes No

Name of Employer		Telephone Number ()		
Address	Street	City	State	Zip Code
Employment Dates (Month/Year) From ____/____/____ to ____/____/____		Starting Pay Rate	Current or Final Pay Rate	
Job Title of Position		Name and Job Title of Supervisor		
Brief description of job duties, responsibilities and significant accomplishments				
Reason for leaving				

Name of Employer		Telephone Number ()		
Address	Street	City	State	Zip Code
Employment Dates (Month/Year) From ____/____/____ to ____/____/____		Starting Pay Rate	Final Pay Rate	
Job Title of Position		Name and Job Title of Supervisor		
Brief description of job duties, responsibilities and significant accomplishments				
Reason for leaving				

Name of Employer		Telephone Number ()		
Address	Street	City	State	Zip Code
Employment Dates (Month/Year) From ____/____/____ to ____/____/____		Starting Pay Rate	Final Pay Rate	
Job Title of Position		Name and Job Title of Supervisor		
Brief description of job duties, responsibilities and significant accomplishments				
Reason for leaving				

REFERENCES List three references other than relatives or former supervisors

Name/Occupation	Address	Telephone #	Years Known
1.			
2.			
3.			

CONVICTION RECORD STATUS

All applicants and employees must, as a condition of employment, inform SCHACHTLER CONTRACTING of all convictions. This includes all convictions received within the past seven years, while your application for employment is pending, and within three days of receiving a conviction if currently employed.

Have you ever been convicted of, and/or plead guilty to, a felony or misdemeanor in the past seven years? Yes No

If you answered 'yes' and have been convicted of a felony or misdemeanor, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment. Factors that will be taken into account include the nature of the conviction as it relates to the job applied for, the amount of time that has elapsed since the conviction and/or completion of sentence, and the seriousness of the offense. The company reserves the right to reject individuals for employment based on job-related convictions.

Date of Offense	County and State in which Offense Occurred	Conviction/Explanation	Rehabilitation Completed

PLEASE READ CAREFULLY AND SIGN BELOW

I hereby certify that this *Application for Employment Form* was completed by me, and that all information provided is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of any material fact may disqualify me from further consideration of employment, withdrawal of an offer of employment, or termination of employment, if hired.

I authorize SCHACHTLER CONTRACTING to verify all of the information I have provided on this *Application for Employment Form* or furnished elsewhere, and to obtain any additional information needed to consider my application for employment. I authorize all previous employers, educational institutions, references, and other persons who have knowledge of me or my records to provide the company with any and all information pertinent to my employment and release the same from any liability resulting from providing such information. I also release SCHACHTLER CONTRACTING and its employees from all liability for any damage that may result from reliance on the information furnished.

If employed by the company, I understand that I am required to abide by the company's policies, procedures, rules, and regulations. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by the company or myself at any time for any reason with or without cause or notice. I further understand that the policies, procedures, rules, and benefits contained in the company's employee handbook, benefit plans, and other written documents should not be considered an employment contract for any period of time.

Date _____ Signature of Applicant _____

R.T.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Employers should not expect all employees to be hard-working and dependable.	SA	A	N	D	SD
2. My coworkers would describe me as steady rather than impulsive.	SA	A	N	D	SD
3. It's easy to feel emotionally attached to the organization for which one works.	SA	A	N	D	SD
4. Most employees call in sick at least once or twice per year even though they are not.	SA	A	N	D	SD
5. Most organizations today do not care about the well-being of their employees.	SA	A	N	D	SD
6. We are all responsible for our actions.	SA	A	N	D	SD
7. Even though one may not be sick, sometimes one just wakes up and knows one has to take the day off.	SA	A	N	D	SD
8. Some problems just can't be solved.	SA	A	N	D	SD
9. When I am faced with a stressful deadline, sometimes staying cool, calm and collected is not my best strategy.	SA	A	N	D	SD
10. When attending meetings or other work-related functions, I tend to arrive early more often than arrive right on time.	SA	A	N	D	SD
11. People have less control over their lives than they think.	SA	A	N	D	SD
12. One of the things that I enjoy most in a job is my ability to analyze and solve complex problems.	SA	A	N	D	SD
13. Disorganization does not bother me.	SA	A	N	D	SD
14. When I work on projects, I follow a step-by-step approach rather than a less rigid or unsystematic process.	SA	A	N	D	SD
15. My coworkers would describe me as more of a free spirit than a careful individual.	SA	A	N	D	SD
16. More often than not, cautious people lose out in the long run.	SA	A	N	D	SD
17. I would prefer to work on several easy projects that can be completed relatively quickly than on a more complex one.	SA	A	N	D	SD
18. I am not satisfied unless my work is perfect.	SA	A	N	D	SD
19. Given today's business environment, one's level of job performance is not as important as it used to be in order to stay employed.	SA	A	N	D	SD
20. Being organized is not as important as some people think for effective job performance.	SA	A	N	D	SD

R.T.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
21. Each employee controls his/her own growth and success within his/her chosen career.	SA	A	N	D	SD
22. Sometimes the risk of taking full responsibility for something is not worth the consequences of failure.	SA	A	N	D	SD
23. Sometimes one has to make promises that one knows can't be kept in order to get where one wants to go.	SA	A	N	D	SD
24. Employees that are predictable are boring.	SA	A	N	D	SD
25. I feel that being four to five minutes late for a meeting is generally OK.	SA	A	N	D	SD
26. I would rather tell my boss that I am not going to meet a deadline than try to rush through the project and risk making one or two mistakes.	SA	A	N	D	SD
27. If I complete eight out of ten projects on schedule, I feel I have been successful.	SA	A	N	D	SD
28. When I am working on a project and am confronted with an obstacle, I find that it is more efficient to work around it rather than deal with it.	SA	A	N	D	SD
29. One need not be organized to be productive.	SA	A	N	D	SD
30. When I complete a project, I feel a great sense of satisfaction and accomplishment.	SA	A	N	D	SD
31. Control is something we all have little of.	SA	A	N	D	SD
32. Deadlines on projects usually result in inferior work.	SA	A	N	D	SD
33. If a project is behind schedule, I try not to worry about it. Things like that usually get resolved on their own.	SA	A	N	D	SD
34. Being reliable is more important than being impulsive.	SA	A	N	D	SD
35. Being dependable is a result of lucky situations rather than hard work.	SA	A	N	D	SD
36. In today's hectic world, it's understandable that people can't do their jobs effectively.	SA	A	N	D	SD
37. An employee's absences put added pressure on the employee's coworkers.	SA	A	N	D	SD
38. In general, companies are too strict with employees when it comes to absences and tardiness.	SA	A	N	D	SD
39. All people should be expected to reach realistic goals.	SA	A	N	D	SD
40. Sometimes, doing whatever it takes to get the job done is not worth the effort because one may annoy some people along the way.	SA	A	N	D	SD

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	If an employee is seen taking something that does not belong to him/her, sometimes it is best to keep quiet and not get involved.	SA	A	N	D	SD
2.	Stealing something from someone's house is more serious than stealing something from a store.	SA	A	N	D	SD
3.	It is difficult for most people not to steal at least once.	SA	A	N	D	SD
4.	In general, I believe that the only way to get ahead is to play fair.	SA	A	N	D	SD
5.	It is understandable why people who work with money are more tempted to steal than those who don't work with money.	SA	A	N	D	SD
6.	Telling the complete truth is always the best way to handle any situation.	SA	A	N	D	SD
7.	Today's working environment causes people to do things they normally would not do.	SA	A	N	D	SD
8.	People's behaviors are usually guided by the thought, "What's in it for me?"	SA	A	N	D	SD
9.	Employees who are caught stealing from their employer should be terminated immediately rather than given a second chance.	SA	A	N	D	SD
10.	If a company finds out that its best employee lied about his/her credentials on the job application, the company should terminate the employee immediately.	SA	A	N	D	SD
11.	With the stress brought about by today's hectic world, it is understandable why more illegal drug use is found at work these days.	SA	A	N	D	SD
12.	Most employers make too much out of illegal drug use in the workplace.	SA	A	N	D	SD
13.	Sometimes, the increase in work productivity that is observed in some people who use illegal drugs, justifies their illegal drug use on the job.	SA	A	N	D	SD
14.	Strict enforcement of drug testing policies will make for a safer workplace.	SA	A	N	D	SD
15.	Illegal drug users are all more prone to engage in other unproductive behaviors on the job.	SA	A	N	D	SD
16.	Being under the influence of illegal drugs at work is not as dangerous as everyone thinks.	SA	A	N	D	SD
17.	As long as employees continue to perform in a safe and effective manner at work, whether or not they are under the influence of illegal drugs should not be an issue.	SA	A	N	D	SD
18.	Employers blame illegal drug use more than they should for employee problems at work.	SA	A	N	D	SD
19.	Illegal drug use on the job is a serious problem.	SA	A	N	D	SD
20.	It is difficult for employees to perform in a satisfactory manner if they are under the influence of illegal drugs.	SA	A	N	D	SD
21.	In order to succeed in today's world, one has to break the rules a bit.	SA	A	N	D	SD
22.	If employers would have fewer policies and procedures, there would be less negative employee conduct.	SA	A	N	D	SD
23.	Being told what to do is part of every employee's job and all employees should accept that.	SA	A	N	D	SD
24.	It is understandable how peer pressure can cause someone to not follow company rules.	SA	A	N	D	SD
25.	If a majority of employees disagree with their manager's policies, they have the right to change them a little, as long as no one gets hurt.	SA	A	N	D	SD
26.	Rules were made to be questioned.	SA	A	N	D	SD
27.	Employees who always do what they are told usually do so out of fear of being terminate	SA	A	N	D	SD
28.	It takes great effort at times to stay within the rules.	SA	A	N	D	SD
29.	Companies' policies tend to be too strict. To be productive, employees should not be as restricted as they usually are.	SA	A	N	D	SD
30.	Playing by the rules will get one nowhere.	SA	A	N	D	SD
31.	Most people truly care about others.	SA	A	N	D	SD
32.	In today's working environment, it is easy to feel good about the work that one does.	SA	A	N	D	SD
33.	The thought of hurting someone is a natural feeling.	SA	A	N	D	SD
34.	People who step out of line should be verbally reprimanded in front of others so that they will remember the incident and not engage in that behavior again.	SA	A	N	D	SD
35.	People, in general, are straightforward and honest.	SA	A	N	D	SD
36.	There is nothing wrong with behaving violently at work if one feels one is being taken advantage of or is being treated unfairly.	SA	A	N	D	SD
37.	Work is not as stressful as most people make it out to be.	SA	A	N	D	SD
38.	It is natural to get involved in a physical fight once in a while.	SA	A	N	D	SD
39.	Most employers care about the welfare of their employees.	SA	A	N	D	SD
40.	Fighting back is always the best way to handle a potentially violent situation.	SA	A	N	D	SD

D. **2 PAGE TEST- REMOVE PAPER CLIP TAKE TEST ONE PAGE AT A TIME**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
41. Being completely truthful about everything can lead to more trouble than telling a little harmless lie now and then.	SA	A	N	D	SD
42. Companies that try to screen out employees who could potentially steal from them are wasting their time and money.	SA	A	N	D	SD
43. Low satisfaction levels are the main reason why employees steal on the job.	SA	A	N	D	SD
44. Most employees would steal something from their office if they knew there was no chance of getting caught.	SA	A	N	D	SD
45. Not telling the truth is sometimes a better way to avoid a conflict.	SA	A	N	D	SD
46. It is necessary to take advantage of others if one wants to get ahead.	SA	A	N	D	SD
47. Most employees feel that their employer treats them fairly.	SA	A	N	D	SD
48. When it is advantageous to lie, most people will.	SA	A	N	D	SD
49. Most supervisors tend to believe what their employees have to say.	SA	A	N	D	SD
50. Much of the stealing that goes on in companies stems from the inequities that employee's experience.	SA	A	N	D	SD
51. Managers need to take a stronger stance against illegal drug use in the workplace.	SA	A	N	D	SD
52. Using illegal drugs at work every so often is not as serious a problem as using them on a regular basis.	SA	A	N	D	SD
53. Even if nobody is getting hurt, the use of illegal drugs in the workplace should be looked at as a serious problem.	SA	A	N	D	SD
54. Working under the influence of illegal drugs is extremely dangerous and should never be attempted	SA	A	N	D	SD
55. When it comes to illegal drug use at work, the drug user's behavior usually affects his/her coworkers in some way.	SA	A	N	D	SD
56. Illegal drug use at work usually results in expensive consequences for the employer.	SA	A	N	D	SD
57. Managers and supervisors need to be more strict in enforcing illegal drug use policies.	SA	A	N	D	SD
58. Employees who use illegal drugs at work can usually function effectively.	SA	A	N	D	SD
59. Illegal drug use at work always leads to an unsafe working environment.	SA	A	N	D	SD
60. Formal illegal drug use policies in the workplace are important for maintaining a safe, drug-free working environment.	SA	A	N	D	SD
61. People who are always testing their supervisors are annoying.	SA	A	N	D	SD
62. While it is important to stick to company policies, bending the rules now and then is O.K.	SA	A	N	D	SD
63. Many applicants lie about their skills and experience when applying for a job.	SA	A	N	D	SD
64. People who bend the rules should be left alone as long as their job performance is satisfactory.	SA	A	N	D	SD
65. Sometimes it is not worth taking the time to understand all of the company's rules.	SA	A	N	D	SD
66. Most people have been fired from at least one previous job.	SA	A	N	D	SD
67. Few employees do exactly as their supervisors ask them to do.	SA	A	N	D	SD
68. It is almost impossible to keep employees happy all of the time.	SA	A	N	D	SD
69. Most every employee has faked being sick at least once.	SA	A	N	D	SD
70. Coworkers will tend to go behind another's back if something good will come out of it.	SA	A	N	D	SD
71. Most people will resort to violence if pushed too far.	SA	A	N	D	SD
72. There are no legitimate reasons for ever hitting anyone.	SA	A	N	D	SD
73. Life is usually pretty fair.	SA	A	N	D	SD
74. Threatening someone is a proper way to demonstrate one's unwillingness to back down from a dangerous situation.	SA	A	N	D	SD
75. Throwing objects is an inappropriate way to diffuse feelings of anger.	SA	A	N	D	SD
76. More people tend to disagree with others than they tend to agree.	SA	A	N	D	SD
77. No matter how unfairly one is treated, one should never resort to physical harm.	SA	A	N	D	SD
78. An employee who raises his/her voice periodically should be looked at as a possible problem employee.	SA	A	N	D	SD
79. Intimidation is a great tactic to use in order to be productive.	SA	A	N	D	SD
80. Employees who argue out loud are better off than those who try to control their emotions.	SA	A	N	D	SD