



**PARAGON**  
 CERTIFIED RESTORATION  
*a model of excellence*

All prospective candidates will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

## Application for Employment

**Please Print Neatly. All Questions Must be Completed by Candidate to be Considered for Employment**

P E R S O N A L  I N F O	Last Name	First Name	Middle Name	Title (Sr., Jr. etc.)	Date / /
	Street Address				Home Telephone No. ( ) -
	City	State	Zip Code		Additional Telephone No. ( ) -
	Have you ever applied for employment with us? Yes No If yes: Month and Year ____/____				Social Security # - -
	Primary and Secondary Positions Desired Primary: _____ Secondary: _____				Salary/Wage Desired \$ .
	Apart from absence for religious observance, are you available for full-time work? Yes No If no, what hours can you work? _____				Will you work overtime? Yes No
	Have you ever been convicted of any crime(s)? Answering "Yes" will not necessarily disqualify you. Yes No If yes, describe in full.				Date you can start work? / /
				Do you have a valid Driver's License? Yes No	
				Do you have a reliable vehicle? Yes No	
				Type:	

E D U C A T I O N	School	Name and Location	Course of Study	Dates Attended (mth/yr) # of Years Completed	Did you Graduate?	Type of Degree
	Graduate University/College			/ to / _____ of years completed	Yes No	
	Undergraduate University/College			/ to / _____ of years completed	Yes No	
	Business/Trade/Technical School/College			/ to / _____ of years completed	Yes No	
	High School			X	Yes No	

G E N E R A L	Provide subjects of special studies, training, skill or membership in professional or civic organization, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin)		
Military Branch	Rank	Dates Served / / to / /	

Applicant Name: \_\_\_\_\_  
First Last

***Provide accurate, complete full-time and part-time employment starting with your present or most recent employer.***

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Company Name	Telephone No. ( ) -
Street City State Zip	Employed (mth/yr) / to /
Name and Title of Supervisor	Salary/Wage Start:\$ Last:\$
State your Job Title and Description of Work	Reason for Leaving
May we contact this employer? Yes No If no, explain why: _____	
Company Name	Telephone No. ( ) -
Street City State Zip	Employed (mth/yr) / to /
Name and Title of Supervisor	Salary/Wage Start:\$ Last:\$
State your Job Title and Description of Work	Reason for Leaving
May we contact this employer? Yes No If no, explain why: _____	
Company Name	Telephone No. ( ) -
Street City State Zip	Employed (mth/yr) / to /
Name and Title of Supervisor	Salary/Wage Start:\$ Last:\$
State your Job Title and Description of Work	Reason for Leaving
May we contact this employer? Yes No If no, explain why: _____	
Company Name	Telephone No. ( ) -
Street City State Zip	Employed (mth/yr) / to /
Name and Title of Supervisor	Salary/Wage Start:\$ Last:\$
State your Job Title and Description of Work	Reason for Leaving
May we contact this employer? Yes No If no, explain why: _____	

Provide three significant business-related references excluding any family members.

R E F E R E N C E S	Name				Telephone No. (    )       -
	Street	City	State	Zip	Length of Time Known
	Describe Relationship				
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	Name				Telephone No. (    )       -
	Street	City	State	Zip	Length of Time Known
	Describe Relationship				
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	Name				Telephone No. (    )       -
	Street	City	State	Zip	Length of Time Known
Describe Relationship					
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**Candidate's Statement:** Provide a statement explaining why you believe Paragon Certified Restoration should select you to join their team.

S T A T E M E N T	-----				
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**Accurately rank your experience in the below category that pertains to the position for which you are applying. (Candidates applying for a managerial position must complete all categories. i.e. Project Manager, Division Manager, etc.)**

- 5 – Highly experienced; able to troubleshoot problems with no assistance.
- 4 – Very experienced; minor areas of little knowledge; able to troubleshoot most problems with little or no assistance.
- 3 – Medium experience; some areas of little knowledge; able to troubleshoot certain problems with little or no assistance.
- 2 – Slightly experienced; major areas of little knowledge; need assistance to troubleshoot problems.
- 1 – No experience

C A T E G O R Y  S K I L L S	Skills	# of Yrs Exper.	Rating					Skills	# of Yrs Exper.	Rating				
	<b>Construction Category</b>													
	Framing (Wood)		1	2	3	4	5	Crown Molding/Inter. Trim		1	2	3	4	5
	Framing (Metal)		1	2	3	4	5	Painting		1	2	3	4	5
	Finish Carpentry		1	2	3	4	5	Cabinetry Installation		1	2	3	4	5
	Siding Installation		1	2	3	4	5	Cabinetry (Custom Built)		1	2	3	4	5
	Window Installation		1	2	3	4	5	Drywall Installation		1	2	3	4	5
	Door Installation		1	2	3	4	5	Drywall Finishing		1	2	3	4	5
	Demolition		1	2	3	4	5	Suspended Ceilings		1	2	3	4	5
	Insulation Installation		1	2	3	4	5	Countertops/Laminate		1	2	3	4	5
	Roofing		1	2	3	4	5	Bathroom Remodeling		1	2	3	4	5
	Ceramic Tile		1	2	3	4	5	Kitchen Remodeling		1	2	3	4	5
	Marble Installation		1	2	3	4	5	Basement Remodeling		1	2	3	4	5
	Carpet Installation		1	2	3	4	5	Building Decks		1	2	3	4	5
Vinyl Flooring		1	2	3	4	5	Concrete Flatwork		1	2	3	4	5	
<b>Cleaning/Restoration Category</b>														
Contents Cleaning		1	2	3	4	5	Upholstery Cleaning		1	2	3	4	5	
Structure Cleaning		1	2	3	4	5	Carpet Cleaning		1	2	3	4	5	
Packouts/Packins		1	2	3	4	5	Smoke/Soot Removal		1	2	3	4	5	
Contents Inventory		1	2	3	4	5	Water Mitigation		1	2	3	4	5	
Document Drying		1	2	3	4	5	Mold/Mildew Removal		1	2	3	4	5	
<b>Administration Category</b>														
Multi-Line Phone Sys.		1	2	3	4	5	Xactimate		1	2	3	4	5	
General Accounting		1	2	3	4	5	Timberline Accounting Sys		1	2	3	4	5	
Payroll		1	2	3	4	5	Microsoft Word		1	2	3	4	5	
Typing (WPM)		30+	40+	50+	60+	70+	Microsoft Excel		1	2	3	4	5	
Letters/Doc Drafts		1	2	3	4	5	Microsoft Access		1	2	3	4	5	
Filing/Record Keeping		1	2	3	4	5	Microsoft Outlook		1	2	3	4	5	
Network Admin.		1	2	3	4	5	Microsoft Publisher		1	2	3	4	5	



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***Signature for Application & Information Release Authorization***

*Please read the entire statement below before signing your application:*

*The undersigned candidate (hereafter referred to as "I") certifies that the information given in this application is true and complete to the best of his/her knowledge and understands that, if employed; any falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and instruct all employers, references, educational facilities, accreditation organizations and any other contacts to give Paragon Certified Restoration any and all information concerning my previous employment, education, accreditations, memberships, awards, and any other pertinent information. I release all persons, companies, facilities and organizations from all liability that may result from utilization of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.*

*I understand this application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law.*

*I understand that no representative of Paragon Certified Restoration has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing, unless it is written and signed by an authorized company representative.*

*I have read and fully understand and agree to all terms and conditions in the above statement.*

*Neatly Print Name:* \_\_\_\_\_  
First Middle Last Title (Sr., Jr., etc.)

*Candidate's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

I N T E R V I E W  N O T E S	Interviewed By: _____	Interview Date:    /    /

O V E R A L L	Appearance/Neatness: _____
	Personality/Demeanor: _____
	Character/Ethics: _____
	Ability/Skills: _____
	Other: _____

E R / R E F  C H E C K S	<b>ER/Ref</b>	<b>Contacted</b>	<b>Results</b>
	ER 1		
	ER 2		
	ER 3		
	ER 4		
	Ref 1		
	Ref 2		
	Ref 3		

<b>Hired:</b> Yes    No <b>If No, Reason:</b> _____		
<b>If Yes, Position:</b> _____	<b>Start Date:</b> _____	<b>Salary/Wages:</b> \$ _____ . _____ /