



# DAN FAITH CONSTRUCTION

WWW.FAITHCONSTRUCTION.COM

420 Youngstown  
Warren Rd  
Niles OH 44446

OFFICE: (330) 502-7517

FAX: (330) 652-4153

## COORDINATOR / ADMIN ASSISTANT APPLICATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_

Present address: Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

If Less Than 5 Yrs, What is Your Previous Address?

Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Email Address: \_\_\_\_\_

Marital status: S \_\_\_\_ M \_\_\_\_ D \_\_\_\_ W \_\_\_\_ Number of Dependents: \_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Desired wage \$ \_\_\_\_ /hr. (must be filled out) Is this negotiable? Yes \_\_\_\_ No \_\_\_\_

Employment desired: Full-time/permanent \_\_\_\_ Part-time/temporary \_\_\_\_

What date can you start?: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### EDUCATION HISTORY

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_ # OF YRS: \_\_\_\_

College Attended: \_\_\_\_\_ Location: \_\_\_\_\_ # OF YRS: \_\_\_\_

Major/Degree: \_\_\_\_\_

Bus. or Trade School Attended: \_\_\_\_\_ Location: \_\_\_\_\_ # OF YRS: \_\_\_\_

Major/Degree: \_\_\_\_\_

### MISC.

Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_ Conviction Date: \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_ No \_\_\_\_

Driver's license number: \_\_\_\_\_ State of issue: \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you had any at fault accidents during the past three years? Yes \_\_\_\_ No \_\_\_\_

Have you had any moving violations in the past three years? Yes \_\_\_\_ No \_\_\_\_



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Are you ORGANIZED?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your CUSTOMER SERVICE experience?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any MICROSOFT EXCEL experience?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you COMPUTER literate?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any experience in PAYROLL or ACCOUNTING?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you applying for this administrative position?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are three things you look for in a potential job position?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why should we hire you? What makes you more valuable than other candidates?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Work  
Experience**

Please list your work experience beginning with your most recent job held.  
If you were self-employed, give firm name. **Please fill this section out in addition to your resume.**

Name of employer: _____	Name of last supervisor	Employment dates	Pay or salary
City/State: _____, _____		From: ____ / ____	Start: \$ ____
Phone number: (*mandatory) - ____ - ____ - ____		To: ____ / ____	Final: \$ ____
Your last job title: _____			
Reason for leaving (be specific): _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer: _____	Name of last supervisor	Employment dates	Pay or salary
City/State: _____, _____		From: ____ / ____	Start: \$ ____
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Phone number: (*mandatory) - ____ - ____ - ____		To: ____ / ____	Final: \$ ____
Your last job title: _____			
Reason for leaving (be specific): _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present and / or past employers? ☐ Yes ☐ No

Did you complete this application yourself? ☐ Yes ☐ No If not, who did? \_\_\_\_\_

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**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

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I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Dan Faith Construction LLC, creates an actual or implied contract of employment. I understand that if I accept employment with Dan Faith Construction LLC it will be on an at-will basis. This means that either Dan Faith Construction LLC or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Dan Faith Construction LLC I release Dan Faith Construction LLC, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Dan Faith Construction LLC, to investigate information concerning my education, credit history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Dan Faith Construction LLC and its employees from all liability arising from such investigation.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Dan Faith Construction LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure that opportunity for employment with Dan Faith Construction LLC depends solely on your qualifications.

**Fax completed application to:  
330-652-4153 Attn: HR**

**Or E-Mail: DFaithroofing@gmail.com**

IN CAST OF EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_