



DAN FAITH
CONSTRUCTION
RESIDENTIAL & COMMERCIAL

420 Youngstown Warren Rd.

Niles, OH 44446

P: 330-502-7517

F: 330-652-4153

office@faithconstruction.com

Administrative Assistant Application

Section 3 - Misc. Information

Have you ever been convicted of a felony? (Circle) Y/N

If yes, please explain:

If yes, please list the date this incident occurred: ____/____/____

Do you have a driver's license? (Circle) Y/N

If yes, please list your driver's license number and expiration date:

Section 4 - Skills

Do you have experience with Microsoft Excel? (Circle) Y/N

Do you have experience with Google Drive? (Circle) Y/N

Do you have experience with Google Calendar? (Circle) Y/N

Do you have customer service experience? (i.e. phone calls, making appointments, communicating delays, etc.) (Circle) Y/N

Section 5 - References

Please list 2 professional references.

1. Name:

a. Phone Number:

b. Company:

2. Name:

a. Phone Number:

b. Company:



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Section 6 - Experience

Name of Employer: _____
City/State: _____
Phone Number: _____
Your Previous Job Title: _____
List the Skills Needed at this Job: _____
Employment Dates: ___/___/___ - ___/___/___
Salary: \$_____
Can we contact this employer? (Circle) Y/N

Name of Employer: _____
City/State: _____
Phone Number: _____
Your Previous Job Title: _____
List the Skills Needed at this Job: _____
Employment Dates: ___/___/___ - ___/___/___
Salary: \$_____
Can we contact this employer? (Circle) Y/N

Section 7 - Emergency Contact

★ In case of emergency, Dan Faith Construction has your permission to contact the following people:

Primary Emergency Contact

- Name:
- Relationship:
- Address:
- Phone:

Secondary Emergency Contact

- Name:
- Relationship:



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- Address:
- Phone:

Section 8 - Final Agreement and Release

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 created an actual or implied contract of employment. I understand that if I accept the employment with Dan Faith Construction LLC, it will be on an at-will basis. This means either Dan Faith Construction LLC or I will have the right to terminate the employment relationship at any time, for any reason, 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 any of its employees, other persons, or companies, from any liability arising out of or related in any way to such testing.

I authorize Dan Faith Construction LLC to investigate information regarding 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 an investigation.

Dan Faith Construction is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Dan Faith Construction LLC makes hiring decisions based solely on qualifications, merit, and business needs at the time.



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Signature of Applicant _____

Date: ____/____/____