

HearthMasters, Inc. Independence, MO  
**Employment Application**

Today's Date \_\_\_\_\_

Position applying for: \_\_\_\_\_

**NOTE: No smokers—if you smoke don't apply for the job**

Legal Name:		Drivers License #	
Address:		SSN:	
City, State, Zip		Date of birth:	
Daytime phone:		Cell phone:	
Evening phone:		Emergency contact and phone	

**Employment History:** *(starting with most recent) or attach resume'*

Employer Name:	Location:	Supervisor:	Phone:	Duties:	Dates:

**Education:** *(include certifications) or attach resume'*

School Name:	Location:	Course of Study:	Graduation Date

**Please list three personal references:**

Name:	How related:	Phone:	Email:

HearthMasters, Inc. Independence, MO  
**Employment Application, Continued...**

Your email address: \_\_\_\_\_

Tools and equipment you know how to use:  
\_\_\_\_\_

Skills:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had a workmen's comp claim? \_\_\_\_\_

If yes, what was the injury? \_\_\_\_\_

Have you ever been convicted of a felony? yes no If so, when? \_\_\_\_\_

What was the conviction?  
\_\_\_\_\_

Do you have any physical or mental impairments that would prevent you from doing the duties of the job you are applying for? yes no

Are you a veteran? yes no

Can you do heavy lifting up to 80 lbs.? yes no

May we contact your present employer? yes no

Can you read and speak English? yes no

Do you have reliable transportation to and from work? yes no

All of our employees must be able to be bonded. All employees may be required to have random drug testing. Please use the back of this paper to write any additional comments.

**Signature:**

The above statements and information are true and accurate to the best of my knowledge. I give my permission for HearthMasters, Inc. to request a standard background check from a law enforcement agency and to order drug testing:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **HearthMasters, Inc.**

### **LABORER POSITION**

This is a non-smoking, no drugs, no alcohol on the job position.

Hours are generally 7:30 am—5 pm, but run over to 6 or 7 pm occasionally depending on the job. Some days we don't work due to the weather (ice, rain). We DO work in the cold, snow, or light rain. We work Mon—Sat during the busy season (October—Dec 23). The first two weeks are a probationary period. The employee will be expected to learn all techniques by the end of the first two-weeks of employment. May turn into a permanent job.

#### **DUTIES:**

Load trucks with equipment and supplies, pick up supplies at suppliers or warehouse

Set up and climb scaffolding and equipment, roof protection, tarps, etc.

Mix mortar

Haul liners, tiles, bricks, blocks, stones, mortar and bricks up scaffold with pulley system

Assist masons and chimney reliners with whatever they need

Clean up debris on site, take debris to dump site

Take deliveries, clean up trucks, and the warehouse and showroom, take out trash

Do whatever your supervisors ask you to do

After two weeks the employee should know when things are needed and be able to have mortar, bricks and tools ready for the mason or reliner as they are working.

#### **Qualifications:**

1. Must be comfortable working at heights.
2. Must be able to do heavy lifting. and climb scaffold, roofs, and ladders.
3. Must have own reliable transportation to the office or to the job sites.
4. Must be able to follow directions, read, and speak English.
5. Must be at least 18 years of age.
6. Must be able to learn quickly and keep up with the work pace.

#### **We Provide:**

For full time permanent employees we provide uniforms for warm and cold weather and fall protection and safety gear as needed. Employee should purchase a rain-proof poncho or suit to wear in the rain and a heavy jump suit for cold weather work. We do not provide shoes. We provide Workers Compensation insurance for all employees.