



**HARDT CONSTRUCTION SERVICES**  
**COMMERCIAL RESIDENTIAL INDUSTRIAL**  
*A division of Construction Analysis, Inc.*  
 Lic. # 972659

Hardt Construction Services is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

## Application For Employment

### Personal Information

Name

Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>				

### Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

### Shift Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							
Overnight							

### Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title	Company	Phone

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (4)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (5)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	

### **PLEASE PROVIDE THE FOLLOWING:**

On a separate page, please list out the generic software experience you have had in the last 5 years with specific programs. Also, include your skill level, 1= Expert, use most frequently, excellent understanding of program. 2= Intermediate, use moderately, good understanding of program. 3= Novice, use sparingly, have some understanding of program.

For example;

- Microsoft Word 2016      1      Use at my current job daily.
- Outlook 2015              2      Use daily but only for email, no other features.
- Excel 2016                 3      Only created a few spreadsheets.

List out all specialty software experience you may have. For example;

- Quick Books                1      Use daily, A/R, A/P, P/R, Job costing.
- Wunderlist                 1      Application, "To Do List" use daily with my team.

List out all social media experience you may have. For example;

- Facebook                    1      Set up profile for a friend's company, can make post, set up marketing, upload content and evites.

List out all computer hardware experience you may have. For example;

- Setting up printers        1      Set up new printer at my home.
- Scanner                     2      Scan some office documents and electronically file.

List out all construction experience you may have. For example;

- Terminology              3      Father was a contractor, I understand some terminology.
- Purchasing                 3      Did some purchasing for a construction project in 2011.

List out all interior design experience you may have. For example;

- Classes                     2      Took a design class in college, got B average.
- Decorating                 3      Decorated my house and a friend's house.
- Arts/Crafts                2      Consider myself very artistic.

Please write down why you would be a good fit for this position and how you would make a difference with HCS (1 page or less).