

Employment Application, Project Manager

Ben The Builder Inc • 450 Siskiyou Blvd Ste 1, Ashland, OR 97520 • 541.300.8118 • office@benthebuilderinc.com • CCB 194317

Ben The Builder Inc is an equal opportunity employer. All qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.

Our project managers run remodels and additions during construction, coordinating carpenters and subcontractors, keeping the schedule and budget on track, and keeping homeowners informed from demo to final walkthrough. We sometimes build new homes. Please complete every section. An attached resume is appreciated, not required.

POSITION & AVAILABILITY

DATE AVAILABLE TO START		DESIRED HOURLY PAY	
YOU MEET US AT OUR OFFICE AT 6:30 AM, THEN MEET THE TEAM AT THE SHOP AT 7:00 AM, MONDAY THROUGH FRIDAY. SOME WORK OUTSIDE OF THESE HOURS IS EXPECTED, INCLUDING ADJUSTING PROJECT SCHEDULES, TALKING WITH SUBCONTRACTORS, AND UPDATING HOMEOWNERS ON WHAT TO EXPECT THE NEXT DAY. DO YOU HAVE ANY OBLIGATIONS OR SCHEDULE CONFLICTS THAT WOULD KEEP YOU FROM BEING THERE CONSISTENTLY? ☐ Yes ☐ No			
IF YES, DESCRIBE			
HOW DID YOU HEAR ABOUT US?	APPLIED OR WORKED HERE BEFORE?	IF YES, WHEN?	
	☐ Yes ☐ No		

APPLICANT INFORMATION

FULL LEGAL NAME (LAST, FIRST, MIDDLE)		PREFERRED NAME	
STREET ADDRESS		CITY / STATE / ZIP	
EMAIL		PHONE	
ARE YOU 18 OR OLDER?	LEGALLY AUTHORIZED TO WORK IN THE U.S.?	RELIABLE TRANSPORTATION TO JOB SITES?	VALID DRIVER'S LICENSE?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Proof of work eligibility (Form I-9) is required at hire, not with this application. Do not include your Social Security number on this form.

PROJECT MANAGEMENT EXPERIENCE & SKILLS

Check one box per row. Honest answers help us place you well. Nobody is expert at everything.

YEARS IN RESIDENTIAL CONSTRUCTION / REMODELING		YEARS MANAGING REMODEL OR CONSTRUCTION PROJECTS			
Skill	None	Basic (<2 yrs)	Solid (2–5 yrs)	Experienced (6–10 yrs)	Expert (11+ yrs)
SCHEDULING CREWS & SUBCONTRACTORS	☐	☐	☐	☐	☐
READING PLANS & SPECIFICATIONS	☐	☐	☐	☐	☐
MATERIAL TAKEOFFS & ORDERING	☐	☐	☐	☐	☐

Skill	None	Basic (<2 yrs)	Solid (2–5 yrs)	Experienced (6–10 yrs)	Expert (11+ yrs)
BUDGET TRACKING & JOB COSTING	☐	☐	☐	☐	☐
QUALITY CONTROL & PUNCH LISTS	☐	☐	☐	☐	☐
JOB-SITE SAFETY PRACTICES	☐	☐	☐	☐	☐
BUILDING CODES, PERMITS & INSPECTIONS	☐	☐	☐	☐	☐
CLIENT COMMUNICATION & UPDATES	☐	☐	☐	☐	☐
SOLVING FIELD PROBLEMS & CHANGE ORDERS	☐	☐	☐	☐	☐
HANDS-ON CARPENTRY	☐	☐	☐	☐	☐
COMPUTERS & OFFICE SOFTWARE	☐	☐	☐	☐	☐
PROJECT-MANAGEMENT SOFTWARE (BUILDTREND)	☐	☐	☐	☐	☐
LEARNING NEW SOFTWARE ON YOUR OWN	☐	☐	☐	☐	☐
PROJECT-MANAGEMENT OR SCHEDULING SOFTWARE YOU HAVE USED			LARGEST PROJECT YOU HAVE MANAGED (TYPE AND APPROXIMATE SIZE)		

Every row is a requirement of the work. Answer each one. A no is not automatically a disqualification. Tell us what would let you do it, and we will consider reasonable accommodation. The enjoyment rating is about preference, not ability. It helps us put you on the work you like.

Essential function	Can you perform it?	How much do you enjoy it? (1 low – 5 high)	If no, what accommodation would let you do it?
DRIVING TO AND WALKING ACTIVE JOB SITES DAILY, INCLUDING STAIRS, LADDERS, AND UNEVEN SURFACES	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
OCCASIONALLY LIFTING AND CARRYING MATERIALS UP TO 75 LBS	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
READING PLANS AND DOCUMENTS ACCURATELY	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
EXTENDED COMMUNICATION WITH CLIENTS, CREWS, AND SUBCONTRACTORS IN PERSON, BY PHONE, AND IN WRITING	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
EXTENDED COMPUTER WORK FOR SCHEDULING, JOB COSTING, AND EMAIL	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
LICENSES OR CERTIFICATIONS YOU HOLD (OPTIONAL)			

IN YOUR OWN WORDS, HOW TECH SAVVY ARE YOU? WHAT SOFTWARE DO YOU USE, AND WHAT HAVE YOU TAUGHT YOURSELF?

EDUCATION & TRAINING

School / Program	Where (city, state)	Dates from – to	Area of study or trade	Diploma / degree / certificate
HIGH SCHOOL OR GED				
COLLEGE				
COLLEGE				
TRADE SCHOOL				
APPRENTICESHIP / OTHER TRAINING				

WORK HISTORY

Start with your most recent job. Include self-employment. Attach a page if you need more room.

Employer 1

COMPANY	PHONE	DATES (FROM – TO)
YOUR JOB TITLE	SUPERVISOR NAME	
WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)		
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No	

Employer 2

COMPANY	PHONE	DATES (FROM – TO)
YOUR JOB TITLE	SUPERVISOR NAME	
WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)		

REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No
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Employer 3

COMPANY	PHONE	DATES (FROM – TO)
YOUR JOB TITLE	SUPERVISOR NAME	
WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)		
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No	

REFERENCES

Three people who have seen your work. Supervisors, subcontractors, or clients whose projects you have managed preferred over friends.

Name	How they know your work	Company	Phone

MILITARY SERVICE (OPTIONAL)

BRANCH	DATES OF SERVICE	RANK / SPECIALTY
TRAINING OR EXPERIENCE RELEVANT TO THIS WORK		

IN YOUR OWN WORDS

Short answers are fine. These tell us more than anything else on this form.

1. Tell us about a project you managed from start to finish. What went well, and what would you do differently?

2. A subcontractor no-shows the morning the homeowner expects work to start. What do you do?

3. You're reviewing the schedule two weeks before a kitchen remodel starts. What could go wrong that isn't on paper yet? List everything you'd check.

4. Tell us about a time everyone on site was upset and you weren't. What did you do?

5. Tell us about the hardest problem you've solved when you could have walked away. Why didn't you?

6. What's a skill you taught yourself, and how?

7. Why do you want to work at Ben The Builder, and what do you want to be doing three years from now?

APPLICANT CERTIFICATION & SIGNATURE

I certify that my answers on this application are true and complete to the best of my knowledge. I understand that false or misleading information on this application or in an interview may disqualify me from consideration, or result in the withdrawal of an offer or the end of my employment.

I authorize Ben The Builder Inc to contact the references and former employers listed here (except where I have marked "no") and I release them to speak candidly about my work.

I understand that any offer of employment is conditioned on verification of eligibility to work in the United States (Form I-9), and that any background check will be conducted only after a conditional offer, in accordance with Oregon law.

I understand that employment with Ben The Builder Inc is at-will, and that this application is not a contract of employment.

SIGNATURE	DATE
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