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 manager leads five carpenters and our subcontractors on remodels and additions. You tell the crew what to build and how to build it, to our details. You check the work, keep the house clean and the homeowners informed, and work to a written plan, scope and schedule made in the office before the job starts. We replace instead of repair, and we have our own way of doing most things. Please complete every section. An attached resume is appreciated, not required.

HOW YOU START WITH US

Everyone starts in the field, project managers included. You work beside our carpenters first, at a carpenter's hourly rate set by your skill. You learn how we build, how we protect a home, and how we treat homeowners.

When Khalub, our production manager, and Ben agree that you know our way of building and the crew trusts you, you move up to leading jobs, and your pay moves up with the job.

Our managers have all started this way.

WILL YOU START IN THE FIELD, AT A CARPENTER'S RATE, AND MOVE UP FROM THERE?	HOURLY PAY YOU EXPECT ONCE YOU LEAD JOBS
☐ Yes ☐ No	

POSITION & AVAILABILITY

DATE AVAILABLE TO START	HOURLY PAY YOU ASK TO START, WORKING IN THE FIELD

CARPENTERS START AT THE SHOP AT 7:00 AM, MONDAY THROUGH FRIDAY, AND YOU WILL TOO WHILE YOU START IN THE FIELD. ONCE YOU LEAD JOBS, YOU START AT OUR OFFICE AT 6:30 AM, THEN GO TO THE SHOP TO MEET THE CARPENTERS. 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 more than high ones. Nobody is expert at everything.

YEARS IN RESIDENTIAL CONSTRUCTION / REMODELING	YEARS MANAGING REMODEL OR CONSTRUCTION PROJECTS

Skill	None	Basic (<2 yrs)	Solid (2 to 5 yrs)	Experienced (6 to 10 yrs)	Expert (11+ yrs)
LEADING A CREW OF THREE OR MORE CARPENTERS	☐	☐	☐	☐	☐
TEACHING A CARPENTER A METHOD THAT IS NEW TO THEM	☐	☐	☐	☐	☐
DIRECTING SUBCONTRACTORS AND CHECKING THEIR WORK	☐	☐	☐	☐	☐
WORKING FROM A WRITTEN PLAN AND SCOPE OF WORK	☐	☐	☐	☐	☐
KEEPING AN OCCUPIED HOME CLEAN AND PROTECTED	☐	☐	☐	☐	☐
WORKING TO A SCHEDULE AND KEEPING IT CURRENT	☐	☐	☐	☐	☐
READING PLANS & SPECIFICATIONS	☐	☐	☐	☐	☐
MATERIAL TAKEOFFS & ORDERING	☐	☐	☐	☐	☐
BUDGET TRACKING & JOB COSTING	☐	☐	☐	☐	☐
QUALITY CONTROL & PUNCH LISTS	☐	☐	☐	☐	☐
JOB-SITE SAFETY PRACTICES	☐	☐	☐	☐	☐
BUILDING CODES, PERMITS & INSPECTIONS	☐	☐	☐	☐	☐
CLIENT COMMUNICATION & UPDATES	☐	☐	☐	☐	☐
SOLVING FIELD PROBLEMS AND SPOTTING CHANGE ORDERS	☐	☐	☐	☐	☐
HANDS-ON CARPENTRY	☐	☐	☐	☐	☐
COMPUTERS & OFFICE SOFTWARE	☐	☐	☐	☐	☐
PROJECT-MANAGEMENT SOFTWARE (BUILDERTREND)	☐	☐	☐	☐	☐
LEARNING NEW SOFTWARE ON YOUR OWN	☐	☐	☐	☐	☐

PROJECT-MANAGEMENT OR SCHEDULING SOFTWARE YOU HAVE USED	LARGEST PROJECT YOU HAVE MANAGED (TYPE AND APPROXIMATE SIZE)
MOST CARPENTERS YOU HAVE DIRECTED DAY TO DAY, AND FOR HOW LONG	LONGEST TIME YOU HAVE WORKED FOR ONE COMPANY

WHAT THE WORK REQUIRES

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 to 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 (start to end)	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 (START TO END)

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 (START TO END)

YOUR JOB TITLE	SUPERVISOR NAME

WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)

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

Employer 3

COMPANY	PHONE	DATES (START TO END)

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. Real examples with details tell us more than anything else on this form.

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

2. Tell us about a carpenter you trained. What could they not do before, and what can they do now?

3. You have built a detail one way for years. We build it another way and ask you to learn ours. Tell us about a time this happened to you, and what you did.

4. A carpenter shows you a faster way that skips a step in the written plan. The result looks the same. What do you do?

5. You open a wall and find rot. The scope says to patch that wall. What do you do, and who do you tell?

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

7. You are reviewing the plan two weeks before a kitchen remodel starts. What could go wrong that is not on paper yet? List everything you would check.

8. The homeowners live in the house during the job. Describe what the house looks like when your crew leaves each day, and how you make that happen.

9. Tell us about a time everyone on site was upset and you were not. What did you do?

10. 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