



A Clarke Construction **CARPENTER'S ASSISTANT**

The Carpenter's Assistant is responsible for assisting in the execution of rough and finish carpentry elements under the direction of the Lead Carpenter and Production Manager.

Above all, the Carpenter's Assistant must have a strong work ethic and the ability to interact pleasantly and professionally with coworkers and clients. With these qualities, the Carpenter's Assistant will have ample opportunity to excel in our growing company.

ESSENTIAL FUNCTIONS

The position's activities include, but are not limited to, the following:

- Team player with an eagerness for continuous learning
- Eagerness to execute assigned activities with a positive attitude.
- Seek to perform to the company's standard of quality and according to the plans and specifications provided.
- Ability to transport materials
- Organize materials and equipment in (warehouse, company vehicles and jobsites)
- Follow procedures to ensure jobsite safety, protection, and maintenance of company tools.
- Maintain a safe and clean jobsite.
- Understand how to set up clean house protection with use of "negative air"
- Understanding of basic jobsite safety and a safe work environment for others
- Ability to safely handle power tools

QUALIFICATIONS

- 18 years or older with valid driver's license
- Able to work on the USA legally
- Clean, professional appearance
- Professional communication skills
- Basic understanding of communication technology (email, text, etc.) and ability to interact with company software (training will be provided).
- Able to provide own transportation and basic hand tools
- Able to provide a personal smartphone (to be primarily used for our construction software BuilderTrend)
- Additional experience in any of the following areas would be a plus:
 - Understanding of basic jobsite safety and a safe work environment for others
 - Able to do simple general repairs
 - Drywall hanging and finishing
 - Siding and aluminum capping skills
 - Ability to install trim work

COMPENSATION & HOURS

- Time commitment flexible (30-40+ hours/week) with paid over time
 - Starting wages based on skill level
 - Retirement savings account option
 - Health benefits
 - Holiday and vacation pay
 - Continuing education opportunities
 - Potential for pay increase with continuing education and professional development
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HOW TO APPLY

Complete the application attached to this document and email or mail it to us.

For questions about applying or to email your application please email **David Arriaga** at david@aclarkeconstruction.com or call **413-977-3152**.

To mail you application, please send it to:

David Arriaga
A. Clarke Construction
1 Court Street
Westfield, MA 01085



A CLARKE
CONSTRUCTION INC.
Building • Remodeling

1066 Granville Road Westfield, MA 01085 413-219-5860

aclarkeconstruction.com

Application for Employment

Name _____ Date _____
Last First Middle

Address _____
Street City Province Postal Code

Telephone # () _____ Other Phone # () _____ Email _____

Referred by _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Salary desired _____

Are you legally eligible for employment in this country? Yes No

Languages: English French Other _____

Are you available to work overtime if required? Yes No

Are you available to work weekends if required? Yes No

Have you been employed at this company before? Yes No
If yes, when? _____ and at what location? _____

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure? Yes No

EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, Province	GRADUATED?	DEGREE(s)/DIPLOMA(s)
			EARNED
		Yes No	
		Yes No	
		Yes No	

EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/ SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/ SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? Yes No Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/ SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/ SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? Yes No Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/ SALARY		

		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/ SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? Yes No Later		\$	per	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/ SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/ SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? Yes No Later		\$	per	

COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

What was the best job you've ever had? Why did you like it so much? _____

What was your least favorite job? What did you NOT like about it? _____

Who was the best supervisor or manager you've had? What characteristics made that person a good manager? _____

Think of the WORST supervisor or manager you've had. What characteristics made that person a POOR manager? _____

What are your greatest strengths? _____

As your skills and abilities relate to your work experiences for this position, what are the areas for improvement? _____

What traits or characteristics do you most admire in co-workers? _____

What traits or characteristics do you most DISLIKE in co-workers? _____

If you won five million dollars in the lottery, would you choose to work? What would you do with your time? _____

What was the funniest thing that ever happened to you at work? _____

What do you think is the most difficult part of this role? _____

Imagine you have been on your feet and working hard all day. A customer you are assisting is rude and impatient, what do you do?

REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINT ED	PHONE NUMBER
			()
			()
			()

I certify that all the information I have provided is true, complete and correct.

I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

Applicant's Signature _____ **Date** _____