



Doyle  
Dickerson  
Terrazzo, Inc.

## **Employment Application**

6914 ORR ROAD  
CHARLOTTE, NC 28213

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## EMPLOYMENT HISTORY

Please list the names of previous employers in consecutive order. If self-employed, give firm name and supply business references.

Employer: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date Employed: From: \_\_\_\_\_ (mm/dd/yy) To: \_\_\_\_\_ (mm/dd/yy)

Work performed: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date Employed: From: \_\_\_\_\_ (mm/dd/yy) To: \_\_\_\_\_ (mm/dd/yy)

Work performed: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Date Employed: From: \_\_\_\_\_ (mm/dd/yy) To: \_\_\_\_\_ (mm/dd/yy)

Work performed: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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## PERSONAL REFERENCES

List three personal references, other than former employees and relatives:

1. \_\_\_\_\_  
NAME CITY/STATE OCCUPATION

PHONE (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

2. \_\_\_\_\_  
NAME CITY/STATE OCCUPATION

PHONE (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

3. \_\_\_\_\_  
NAME CITY/STATE OCCUPATION

PHONE (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

## EDUCATIONAL HISTORY

Highest Grade Level Completed: \_\_\_\_\_

\_\_\_\_\_  
Name of Junior College, Vocation/Technical School, or University attended

Major \_\_\_\_\_ Degree: \_\_\_\_\_

Specialized Skill or Honors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ CAREFULLY:

## **JOB APPLICATION AGREEMENT**

I understand the Company requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that the Company will attempt to verify statements made on my application and made during my employment interview, and that if any such information is later found to be false in any respect, I may be dismissed.

The use of this application blank does indicate there are positions open and does not in any way obligate this Company. I authorize personal references as well as developed references, other persons, companies, corporations, credit bureaus, schools, and law enforcement agencies to furnish to the Company and its agents or representatives any information they have concerning me which may include my character, general regulations, personal characteristic and mode of living. I understand that I have the right to make a written request within a reasonable period of time of a complete and accurate disclosure of additional information concerning the nature of scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of this Company. I understand that if hired by the Company my employment is at-will, meaning that I have the right to terminate my employment at any time with or without notice, with or without cause, and that the Company has the same right. I understand my employment by this Company does not constitute a guaranteed that my position be continued for any length of time or that my job assignment or shift be permanent.

I acknowledge that no one, other than the Executives of the Company, has the authority to make any agreement to that contrary and any such agreement must be in writing and signed by the parties. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by the Polcon Tile and Terrazzo.

The immigration Reform and Control Act of 1986 Required that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon the Company's ability to verify this necessary information.

I understand that an offer of employment may be conditioned upon the successful completion of a test for drug and/or alcohol abuse and may be conditioned upon the successful completion of physical exam, and I will upon request sign all necessary consent form necessary so Polcon Tile and Terrazzo Inc. may complete its examination of my physical condition for the purpose of determine my ability to perform the essential functions of the job. Failure to sign this consent and the necessary consent forms will be deemed a withdrawal of my application for employment.

\_\_\_\_\_ YES \_\_\_\_\_ NO ***Place your initials in the appropriate space to indicate and document your consent to this authorization***

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Applicants Signature

Date

# POLCON TILE AND TERRAZZO INC. POLICY

This is to introduce to you our Company's policy in regards to many different aspects. You have joined Polcon tile and Terrazzo Inc. and we believe that by working together we will achieve good understanding, growth and success. We would like to present to you some aspects of our worker's duties as well as benefits. Please read this carefully and feel free to ask questions. Remember that we are working together for a better future. We are looking forward to hear all comments and we can discuss openly all issues.

## **Tools**

Our trade requires following tools:

1. Tile cutter
2. Grinder with full set of different blades
3. Set of knives
4. Set of screwdrivers
5. Set of wrenches
6. Set of trowels
7. Different levels
8. Hammer and pliers
9. Drill
10. Chalk-line

## **Safety Issues**

Accordingly to construction safety policy your tool box must contains at lease following items:

1. Knee pads
2. Protective eye glasses
3. Ear protection
4. Hard hat
5. Safety boots
6. Gloves
7. Rubber apron
8. Rubber boots

## **Working Environment**

Company transportation from Polcon offices to jobsites are provided, your own transportation is by your choice only. Be advised that our Company policy includes neat appearance on construction site. Being our employee you agree to wear clean clothing changed on daily bases. We will provide you with T-shirt and sweat shirt with Company logo. It must be worn while working on our projects. After work is completed all tools and work areas must be left clean and ready for the next day. All material shall be kept in one designated area located on the job site. When multiple containers or pallets of material are stored on site, one container must be emptied before opening another. All material susceptible to weather damage must be covered at all times, or kept in a clean, dry room designated by General contractor or Owner. All company property and equipment shall be cleaned and maintained daily at the responsibility of all crewmembers using them. The Foreman is the person responsible these procedures are followed by all crewmembers.

### **Internal Communication**

All major issues regarding work conditions, safety and others must be presented as a report form in writing to the site foreman. No question will be addressed directly to the General Contractor representatives, the Architect or the Owner.

### **Work Time**

- Our working day starts at 7:00 am we are working 40 hours a week except special conditions approved by Project Manager. No extra hours will be allowed without office permission.
- Two 15 minutes breaks at 9:00am and 3:00 pm are provided and paid by the Company. Lunch break 30 minutes is unpaid and starts at noon. Any extra work/ additional / on site will not be permitted without contact and approval by office staff.

### **Time sheets**

It is each employee's responsibility to maintain and submit accurate time records in order to be paid timely and accurately. Every Monday time sheets for last week work must be delivered, faxed, handed etc. to the office in order to receive payment of wages on the following Friday. Time sheets must be verified and signed by foreman and/or Project Manager. Employees who fail to submit accurate time records may experience an incorrect payment of wages or a delay in the payment of wages.

### **Additional Conditions**

Any kind of alcohol or controlled substances at work will not be permitted. Any act of vandalism or strange behavior will not be tolerated. Every person should provide us with a valid driver's license, current address and Social Security Number and should have reasonable transportation. Under a specific circumstance you should agree to provide us with drug test result.

### **Evaluation**

Evaluations will be performed on a monthly basis. Evaluations will be based upon compliance with company policy and exemplary job performance and will be at the discretion of Polcon management staff. Results of evaluations may or may not result in pay raises or pay deductions until your next review.

### **Material/Equipment Uses:**

The employee(s) who used them will reimburse any and all material or equipment used to benefit Polcon project.

### **Faulty Equipment:**

It is the responsibility of any employee to notify the site foreman, or contact the office, of any faulty equipment. Prompt repair or replacement is necessary for timely completion of the projects.

### **Damaged Property**

Any damages to Polcon property and/or equipment due to negligence will be the financial responsibility of those who have caused the damage.

**Quality**

The site foreman will be directly responsible for the quality of workmanship. Any deficiencies on the project due to negligent work will be corrected by responsible crewmembers at no cost to Polcon. Proper training is available to all employees. If anyone has question or they are unsure how to proceed with something, it is their responsibility to ask the site foreman or contact the office. If you proceed with work without asking any questions, it is understood that you know exactly what is needed to establish excellent quality of workmanship.

Signature of an Employee \_\_\_\_\_ Date \_\_\_\_\_