



WESTCHESTER

84 Calvert St
Suite 2E
Harrison, NY 10528
(914) 835-8900

NYC

445 Park Ave,
9th Floor
New York, NY 10022
(212) 627-0969

GREENWICH

500 West Putnam Ave,
Suite 400
Greenwich, CT 06830
(203) 661-2969

ATLANTA

3952 Shirley Dr SW,
Atlanta, GA 30336
(404) 815-8900

www.DawkinsDevelopmentGroup.com

EMPLOYMENT APPLICATION

With the submission of this application please be sure to include the following:

1. Color copy of your State driver’s license or State photo ID or Passport.
2. Color copy of your Social Security Card or Tax ID number in your personal name.
3. Complete and signed 2017 W-4 form (issued with this application).

Failure to submit any of the above will render your application incomplete.

SUBMIT TO: INFO@DAWKINSDEVELOPMENTGROUP.COM

Applicant Name: _____
Last First M.I

Address: _____
City State Zip Code

SS#: _____ **DOB:** _____ **Marital Status:** _____

Tel: _____ **Email:** _____ **# Of Dependents:** _____

Desired Position: _____ **Certifications/License(s):** _____

Desired Salary: _____ (hr./yr.) **Available Start Date:** _____

WORK AVAILABILITY

<input type="checkbox"/> NO PREFERENCE OF DAYS	<input type="checkbox"/> NO PREFERENCES ON HOURS
<input type="checkbox"/> MONDAY	<input type="checkbox"/> 7 A.M. – 3 P.M.
<input type="checkbox"/> TUESDAY	<input type="checkbox"/> 8 A.M. – 4 P.M.
<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> 9 A.M. – 5 P.M.
<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FULL TIME ONLY
<input type="checkbox"/> FRIDAY	<input type="checkbox"/> PART-TIME ONLY
<input type="checkbox"/> SATURDAY	<input type="checkbox"/> PART OR FULL TIME
<input type="checkbox"/> SUNDAY	

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

If yes, please explain. _____

DO YOU HAVE A DRIVER’S LICENSE? YES NO

If no, what is your mean of transportation to work? _____



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-THIS AREA OF THE APPLICATION IS RESERVED FOR LICENSED DRIVERS-

Driver's Lic. #: _____ License Class: _____ State Issued: _____

Exp Date: _____

EMPLOYMENT HISTORY

PREVIOUS EMPLOYER	DATES OF EMPLOYMENT	POSITION	RESPONSABILITIES	SALARY
NAME:				
ADDRESS:				
NAME:				
ADDRESS:				
NAME:				
ADDRESS:				

EDUCATION HISTORY

DATES OF ENROLLMENT	SCHOOL NAME FULL ADDRESS, CITY, STATE, ZIP	CERTIFICATE/DEGREE/BUSINESS TRADE ACHIEVED
START:		
END:		
START:		
END:		



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FOR NON-CONSTRUCTION APPLICANTS ONLY (Please check where you are experienced)

- Excel**
- Word**
- Publisher**
- Access**
- PowerPoint**
- Google for Business**
- Quick Books**
- Typing** **WPM:**
- Data Entry**
- Dispatch**
- Multi-line Telephone**
- Payroll/Time Sheet Management**
- Human Resources**
- Accounts Payable**
- Accounts Receivable**
- Insurance Management**
- Project Management**
- Quality Management**
- Risk Management**
- Policy & Procedure Writing**
- PC**
- MAC**
- Social Media Marketing**
- Other Skills:** _____
- Other Skills:** _____
- Other Skills:** _____



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ASSESSMENT OF MANAGEMENT SKILLS

PROJECT MANAGEMENT:

SKILL LEVEL

(LOW) 1	2	3	4	5 (HIGH)

COMMENTS/NOTES:

CONSTRUCTION ESTIMATING:

SKILL LEVEL

(LOW) 1	2	3	4	5 (HIGH)

COMMENTS/NOTES:

CONSTRUCTION MANAGEMENT:

SKILL LEVEL

(LOW) 1	2	3	4	5 (HIGH)

COMMENTS/NOTES:



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CONSTRUCTION SALES:

SKILL LEVEL

(LOW) 1	2	3	4	5 (HIGH)

COMMENTS/NOTES:

CONSTRUCTION MARKETING:

SKILL LEVEL

(LOW) 1	2	3	4	5 (HIGH)

COMMENTS/NOTES:



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ASSESSMENT OF TRADE SKILL

Name: _____ Date: _____

	(LOW) 1	2	3	4	(HIGH) 5	COMMENTS
CARPENTRY						
LAYOUT						
FRAMING						
RAFTERS						
TRIM (Crown, etc.)						
MANTLES						
STAIRS						
DOORS						
DECKS						
SKYLIGHTS						
FORMS						
CARPENTRY						
LAYOUT						
BUILD						
INSTALLATION						
COUNTERTOPS						
LAMINATE						
CORIAN						
TILE						
SIDING						
VINYL						
CEDAR						
LAP						
CORINCE						
ROOFING						
SHINGLE						
ROLL						
SHAKE						
METAL						
DRYWALL						
HANG						
TAPE						
FINISH						
HOT PATCH						
STIPPLE						
POPCORN						
PAINT						
WALLS						
TRIM						
SPRAY						
WALLPAPER						
ADDITIONS						



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	(LOW) 1	2	3	4	(HIGH) 5	COMMENTS
A/C INSTALLATION						
BATHROOMS						
BOAT HOUSES						
CABINETS						
CARPETING						
DOORS						
ELECTRICAL INSTALLATION & REWIRING						
EMERGENCY REPAIRS						
EXTERIOR TRIM						
FINISHED BASEMENTS						
FIRE DAMAGE REPAIRS						
FLOOD PUMPING						
FLOOR/WALL TILE INSTALLATION						
FLOORING						
GARAGES						
"HANDYMAN" SERVICES						
HARDWARE						
HARDWOOD FLOOR INSTALLATION/REFINISHING						
HOME IMPROVEMENTS						
HOME REPAIRS						
INTERIOR BUILDING REPAIRS						
INTERIOR TRIM & MOLDING						
KITCHENS						
LAMINATE & VINYL FLOORING						
NEW CONSTRUCTION						
NEW PLUMBING INSTALLATION						
CARPORTS						
CEILINGS						
CEMENT						
CLOSETS						
DRIVEWAYS						
OFFICE BUILD-OUT						
OPEN CAMPS & SUMMER HOME						
PATIOS						
REMODELING						
RAILINGS						
RENOVATIONS						
REPAIRS						
SCREENED ENCLOSURES						
SIDEWALKS						
STAIRWAYS						
SUNROOMS						
UTILITY ROOMS						



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	(LOW) 1	2	3	4	(HIGH) 5	COMMENTS
WALLPAPER						
WATER DAMAGE REPAIRS						
WINDOWS						
WINTERIZING CAMPS & SUMMER HOMES						

PERSONAL TOOLS FOR ALL CARPENTERS

All carpenters at Dawkins Development Group Inc. are expected to provide and maintain their own tools. The following is a list of all tools which are required:

Hand Tools:

- 25' or 30' Tape
- Carpenters' Pencil
- Chalk Box
- Speed Square
- Framing Square
- Wood Chisel Set
- Punch Set
- Screw Driver Set
- AWL
- Block Planer
- Tin Snips
- Tool Pouch
- Hard Hat
- Safety Glasses
- Gloves
- Clamps
- Chalk Gun
- Flash Light
- Hack Saw
- Sides Cut Pliers
- Channel Lock Pliers
- Adjusted Wrench
- Razor Knife
- Hex Key Set
- Plumb Bob
- Pry Bar
- 48" Carpenters Level

Power Tools:

- Drill: Electric or Cordless
- Drill w/ Charger & Spare Power PAC
- Wood Drill Bit Set & Drivers
- Circular Saw w/ Blade
- Sawzall w/ Blades
- Jig Saw w/ Blades
- Belt Sander or Orbital Sander
- Two 50ft. Extension Cord 3 Prong
- 12-Gauge 3 Wire Minimum

- Dawkins Development Group Inc. will help finance tool purchases for qualified candidates. If interested, contact the resource department for details. A carpenter is only as good as his tools, so buy the best.
- As a DDG carpenter, you are responsible for maintaining your tools to insure both safety and quality of work. Keep all your equipment clean, lubricated, and sharp. Dawkins Development Group Inc. will assist in this process. You can turn in a power tool to the resource department for repair, however the expense will be deducted from your next paycheck.
- All carpenters are responsible to keep up with their own tools and maintain insurance if you desire. Lost or stolen tools are your responsibility.
- Any replacement items such as blades and bits will be replace as needed. Notify your superintendent.



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REFERENCES

Name: _____
Position: _____
Company: _____
Address: _____

Name: _____
Position: _____
Company: _____
Address: _____

Relationship: _____
Telephone: _____

Relationship: _____
Telephone: _____

MILITARY HISTORY

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? YES NO

Specialty: _____ **Date Entered:** _____ **Discharge Date:** _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Dawkins Development Group Inc. (DDG) creates an actual or implied contract of employment.

I understand that, if I accept employment with Dawkins Development Group Inc. (DDG) it will be on at-will basis. This means that either Dawkins Development Group Inc. (DDG) or I have the right to terminate the employment relationship at any time, for any reason or action that employee may take that goes against Company orientation and our Company policies and procedures (ground for termination).

I authorize Dawkins Development Group Inc. (DDG) to investigate information concerning my education, employment experiences, and all other aspects of my background relevant to my proposed employment. I release Dawkins Development Group Inc. (DDG) and its employees from all liability arising from such investigation.

Signature of Applicant: _____ **Date:** _____

Dawkins Development Group Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Dawkins Development Group Inc. depends solely on your qualifications.

THIS DOCUMENT IS FOR DAWKINS DEVELOPMENT GROUP INC. PROJECT MANAGEMENT DEPARTMENT / HUMAN RESOURCE DEPARTMENT AND PAYROLL DEPARTMENT RECORDS. GENERAL EMPLOYEES ARE ISSUED AN INDIVIDUAL COPY FOR YOUR OWN RECORDS. FAILURE TO SUBMIT ACCURATE EMPLOYMENT HISTORY CAN AFFECT CHANCES OF EMPLOYMENT.