



5709 NE 88th Street
Vancouver, WA 98665
(360) 574-7248

Dear Applicant,

Thank you for your interest in the position of Roofer Trainee. Enclosed you will find a description and further information regarding this position. To apply, please:

1. Fully read the application packet & fill out the enclosed application.
2. Please note the importance of an acceptable DMV report. Upon selection for an interview after the submission of a satisfactory application packet, you will be asked to provide a DMV report. This DMV report must be acceptable to allow a successful applicant the ability to operate a company vehicle under Roof Toppers, Inc. current motor vehicle insurance policy requirements.
3. Hand deliver the application and a resume to:

Roof Toppers, Inc.
5709 NE 88th Street
Vancouver, WA 98665

Sincerely,
Roof Toppers, Inc.



Prospective Employee:

Roofing is an extremely physically demanding job. It involves being exposed to the elements (wind, rain, cold, heat, etc.). It also involves being up off the ground on unlevelled surfaces where you will be lifting, bending, getting dirty and working hard. Through all of these demands, it is still necessary to maintain the proper mental attitude to get along with co-workers and customers. A varying percentage of our work is out of town. These jobs will require staying overnight with paid subsistence, sometimes for several months. If travel concerns you, please bring it to our attention right away.

Lots of fresh air, being physically active, and being able to see the results of your labor are some of the rewards of roofing. Oftentimes, a "job well done" is plainly visible for the entire world to see! Roofing is a functional occupation as it provides shelter from the elements with a side benefit of having a pleasing appearance.

Roof Toppers, Inc. has taken this highly physically demanding occupation and placed equally high demands on its employee's performance. We expect and demand OUTSTANDING performance from our employees. We are looking for unique individuals that already possess the characteristics we find desirable: hard work ethic, quick learning, positive attitude, the ability to take orders, top physical condition, self-starting, motivated, etc..

While we ask a great deal out of our employees, Roof Toppers, Inc. employees are also rewarded a great deal. We offer outstanding dental, vision and health insurance, paid vacation, a generous 401K plan, and reliable, hardworking employees that you might have the opportunity to work alongside.

Still feeling brave?

Still interested?

Congratulations and we wish you the best of luck!!!



Commercial Division

Level 1 (Roofer Trainee) Employee Supplied Tools

Utility Knife
25 ft Tape Measure
Chalk Line
Tool Pouches
Hard Hat
Safety Glasses
High Visibility Vest
Work Boots w/ non-marking soles
Hammer
Scissors
Silicone Roller
Pry Bar
Sheetrock Saw
OLFA Knife
Trowel
Leather Gloves
Tin Snips
Heavy Duty Tool Box

Some tools are available for purchase from Roof Toppers, Inc. through a payroll deduction. They will not be considered owned until completely paid for.

* **Bold items** are tools are required on the first day of work. Safety equipment will be supplied by Roof Toppers, Inc. on the 1st day of employment.



Dress Code for Roofing Personnel

This dress code applies to all roofing personnel and all personnel that normally make field appearances (job-sites and/or prospective job-sites).

No earrings, bracelets, necklaces, rings or any other visible jewelry allowed other than 1 (one) wristwatch and/or 1 (one) wedding band.

- All clothing must be free from rips, tears and holes
- All pants must be long and worn long (no exposed skin)
- No sweat pants
- Shirts must be worn at all times and have a minimum of short sleeves. No unhemmed edges.
- Shoes to be in good condition with no holes, no loose soles, rips or tears.
- Hair length to be no longer than collar length. No pony tails, no braids, no hair ornaments.
- Employees must be clean-shaven with no facial hair. **The only exception will be mustaches that do not extend past** the corners of the mouth. Sideburns are not to extend past the center of the ear.
- Rain hats, stocking caps, hoods, etc. during inclement weather and wide-brimmed hats during hot weather will be acceptable as long as the appearance of same appear conventional and reasonable.

These guidelines are not meant to be totally inclusive. Our objective is for our employees to project a clean-cut image and we feel these guidelines are a step toward achieving that goal. Any clothing of other characteristics that detracts from our desired objective is to be considered unacceptable. We will attempt to apply these guidelines fairly and equally. We hope that employees will receive them with a spirit of cooperation and acceptance.

Roof Toppers, Inc.

Job Description Form

Division/Department: Commercial Roofing Department/Residential Roofing Department

Location: 5709 NE88th Street

Job Title: Roofer Trainee

Reports to Karl Schlecht Commercial

Brian Schlecht Residential

Title: Superintendent/Foreman

Level/Grade:

Roofer Trainee

Type of Position:

Full time

Wage:

\$13.50 And Up. DOE

General Description:

Assist a roofing crew by helping load materials, equipment & other necessary items at the work site. Help place & attach numerous types of roof materials to the roof structure during the roof installation. Diligently perform all tasks assigned to you in a manner that will consistently meet or exceed the foreman or supervisors expectations. Follow all Roof Toppers, Inc. current & future policies and guidelines. Perform any work as directed by the foreman or supervisor. Be available to work any day that Roof Toppers, Inc. operates. Work hours vary and shifts can exceed 8 hours.

Work experience requirements:

No experience necessary

Education & other Requirements:

- High school diploma or GED
- Possess a valid Drivers License
- Attend company safety orientation
- Provide current driving record
- Pass criminal background screening
- Pass Drug Screening
- Possess all tools on the Level 1 tool list

Physical Requirements:

- Walk and work on a steep or uneven pitch
- Lift and carry approximately 85 lbs over varied terrain
- Work in all weather conditions including rain, snow, heat and cold
- Climb stairs and ladders
- Bending/stooping, reaching/crawling, crouching/kneeling
- good manual dexterity (hand, hand with arm, two hands) & multi-limb coordination
- Must be able to quickly move arms and legs
- Excellent stamina is required



ROOF TOPPERS^{INC}

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name		Date	
Address		City	State Zip
Phone #		Social Security No.	
Referred By			

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START		SALARY DESIRED		
ARE YOU EMPLOYED?	YES	NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?	YES	NO
EVER APPLIED HERE BEFORE?	YES	NO	WHERE?	WHEN?	

EDUCATION HISTORY

SCHOOL NAME	LOCATION	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL INFORMATION

Special Study/Skills Training	
US Military or Naval Service	Rank

FORMER EMPLOYERS

Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From / To				
From / To				
From / To				
From / To				

References

Give below the names of three persons not related to you whom you have known at least 3 years.

Name	Phone	Business	Years Known

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws"

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewers Remarks

Interviewed By _____ Date _____

Neatness		Character	
Personality		Ability	
Hired	Position	Will Report	Salary Wages