



Thank you for your interest in JH Batten, Inc. Please complete the application in its entirety. All information will be kept confidential.

APPLICANT INFORMATION

Full Legal Name _____
Last First Middle

Street Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

Resume Attached? ☐ Yes ☐ No

DRIVER INFORMATION

Do you possess a valid Driver's license? ☐ Yes ☐ No

State of Issuance _____ License Number _____

Any moving violations over the last 3 years? ☐ Yes ☐ No

Any DUI/DWI convictions within the last 5 years? ☐ Yes ☐ No

CONSTRUCTION EXPERIENCE SNAPSHOT

Please indicate the total number of years of experience in each area.

Construction Industry Overall _____ years

Project Management _____ years

Superintendent / Field Management _____ years

Design-Build _____ years

Preconstruction / Estimating _____ years

SOFTWARE EXPERIENCE

Please rate your experience level.

Software	None	Basic	Intermediate	Advanced
Microsoft Excel	☐	☐	☐	☐
Microsoft Project	☐	☐	☐	☐
Bluebeam	☐	☐	☐	☐
Autodesk Build	☐	☐	☐	☐
Procore	☐	☐	☐	☐
AutoCAD	☐	☐	☐	☐
Revit	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐
Other (please specify)				

POSITION INFORMATION

Positions you are applying for (check all that apply)

- ☐ Project Manager ☐ Superintendent
- ☐ Assistant Project Manager ☐ Estimator
- ☐ Other _____

What date are you available to start? _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment? ☐ Yes ☐ No

Are you willing to travel? ☐ Yes ☐ No

Are you willing to travel overnight? ☐ Yes ☐ No

Preferred work location(s) (check all that apply)

☐ NC ☐ SC ☐ TN ☐ VA ☐ GA

PROJECT EXPERIENCE

Check all that apply.

- ☐ Religious / Worship ☐ Education (K-12 / Higher Ed)
- ☐ Office / Commercial ☐ Industrial / Manufacturing
- ☐ Retail / Hospitality ☐ Renovation / Adaptive Reuse
- ☐ Healthcare ☐ Municipal / Government
- ☐ Other _____

CERTIFICATIONS & TRAINING

Check all that apply.

- ☐ OSHA 10 ☐ CCM ☐ Aerial Lift
- ☐ OSHA 30 ☐ DBIA ☐ Forklift
- ☐ First Aid/CPR ☐ ACI ☐ Confined Space
- ☐ LEED AP ☐ NCCER ☐ Other _____
- ☐ PMP ☐ Fall Protection

List any additional relevant certificates, licenses, or training: _____

EMPLOYMENT HISTORY

Start with your current or most recent employer.

	Current/Most Recent Employer	Previous Employer	Previous Employer
Company Name			
Location (City, ST)			
Your Position/Title			
Dates Employed	From To	From To	From To
Supervisor/Title			
May We Contact?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Reason for Leaving			

EDUCATION

	School Name	Location (City, ST)	Degree/Diploma	Major/Course of Study	Year Completed
High School					
College/University					
Graduate/Professional					
Other					

LARGEST PROJECT YOU HAVE MANAGED

Project Name _____

Project Type _____

Construction Value \$ _____

Your Role / Position _____

PROJECT YOU ARE MOST PROUD OF

Describe a project you are most proud of & your role in its success.

WHY JH BATTEN, INC.?

What interests you about JH Batten and the opportunity to join our team?

APPLICATION CERTIFICATION

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Employment with JH Batten, Inc. is contingent upon the successful completion of a drug screening test to be administered after an offer of employment is made. Successful completion of the test means that the person tested negative for illegal drugs or substance abuse.

Signature _____

Date _____