

**On Site Management, Inc.** is seeking experienced, motivated and dependable employees to join our team for projects in Big Sky, Bozeman, Belgrade, Ennis, and other areas. We are currently looking for Experienced Carpenters.

**Qualifications Include:**

- 5 - 10 years' experience
- Knowledge and experience in all aspects of carpentry
- Ability to produce without sacrificing quality
- Willing to work with and help others
- Willing to follow safety rules and regulations

If you want to be proud of the work you do, be part of a great team, and love to build spectacular homes in beautiful places, send us a resume and/or application! Sometimes you have to leave town to find the best parts of Montana, so some travel is required. OSM offers competitive wages and excellent benefits!

**Benefits include:**

- Health Insurance
- Dental/Vision/Accident Insurance
- Matching 401(k)
- Paid Vacation/Holiday/Sick Time
- Travel Pay/Per diem for out of town jobs
- Tool Allowance
- Transportation to non-local job sites
- Signing bonus after 6 months of employment

OSM has been a leader in the construction industry for more than 30 years. Our passion is building challenging projects with a spirit of collaboration and creativity. We are second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

The core values of OSM as a company are:

- Professional
- Accountable
- Upstanding Character

These core values are expected and valued of all employees.

For more information about our company and projects, please visit our website, [www.onsitemanagement.com](http://www.onsitemanagement.com).

Applications are available on our website, via email request or can be picked up at our office (see mailing address below). Applications and resumes can also be emailed to [hr@onsitemanagement.com](mailto:hr@onsitemanagement.com). Interviews will be conducted by appointment only.

On Site Management, Inc.  
Attn: Human Resources  
1283 North 14th Ave, Ste 101  
Bozeman, MT 59715  
Fax: 406-582-1513

# On Site Management, Inc.

## Application for Employment

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

### Personal Information

Date \_\_\_\_\_

#### Name

\_\_\_\_\_  
Last First Middle

#### Present Address

\_\_\_\_\_  
Street City State Zip

#### Permanent Address

\_\_\_\_\_  
Street City State Zip

#### Home phone

Are you 18 years of age or older? Yes ( ) No ( )

#### Mobile phone

Email Address \_\_\_\_\_

#### In Case of Emergency, Notify

\_\_\_\_\_  
Last First

\_\_\_\_\_  
Address Home Phone Mobile

Do you have a valid driver's license? Yes ( ) No ( )

Are you prevented from lawfully becoming employed  
in this country because of visa or immigration status? Yes ( ) No ( )

Have you ever been convicted of a felony? Yes ( ) No ( )  
Describe \_\_\_\_\_

### Employment Desired

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire with \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ your current employer? \_\_\_\_\_

Referred by: \_\_\_\_\_

Education	Name & Location of School	Years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

### General

Special Skills: \_\_\_\_\_

Do you know CPR and/or First Aid procedures? \_\_\_\_\_

Special study or research work: \_\_\_\_\_

Activities: (civic, athletic, etc.) \_\_\_\_\_

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military Service

Rank

Active Duty National  
Guard or Reserves?

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**Former Employers**

List last three employers, starting with the most recent one.

Date	Employer Name & Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

What did you like most about this job?

**References**

List the names of three persons not related to you, whom you have known at least one year.

	Name	Address / Phone	Business	Years Acquainted
1				
2				
3				

**Please read the following carefully:**

"I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

**Date****Signature**

DO NOT WRITE BELOW THIS LINE

**Interviewed By****Date****Remarks****Position Hired****Start Date****Salary**

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