



On Site Management, Inc. is seeking experienced, motivated and dependable employees to join our team for projects in Livingston, Bozeman, Ennis and Big Sky! We are currently hiring for the following positions:

- Carpenters
- Laborers
- Log/Timber Carpenters
- Carpenter's Helpers
- Craftsman for Custom Cabinet/Door Shop

If you like a little adventure and want to build spectacular homes in beautiful places, send us a resume and/or application! Sometimes you have to leave town to find the most beautiful parts of Montana, so some travel is required. OSM offers competitive wages and excellent benefits! Benefits include:

- Health Insurance
- Dental/Vision Insurance
- Accident/Supplemental Insurance
- Matching 401k
- Paid Vacation/Holiday/Sick Time
- Wage Increase/Per diem for out of town jobs
- Tool Allowance
- Transportation to non-local job sites
- Signing bonus after 90 days of employment

OSM has been a leader in the custom home building industry for 30 years. We are second to none in dedication to quality, skill and safety. Using a team approach, OSM provides the highest level of professional contracting and construction management services with integrity, quality of craftsmanship, and sensitivity to the social, environmental, and economic community in which we live. That is our mission. For more information about our company and projects, please visit our website, [www.onsitemanagement.com](http://www.onsitemanagement.com).

Send resume and/or application to:

On Site Management, Inc.

Attn: Human Resources

417 West Mendenhall

Bozeman, MT 59715

Fax: 406-582-1513

Applications and resumes can also be emailed to [hr@onsitemanagement.com](mailto:hr@onsitemanagement.com) or dropped off at the office. Interviews will be conducted by appointment only.

Applications are available on our website, via email request or can be picked up at our office. OSM, Inc. is an EOE

# 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 or older?** Yes ( ) No ( )

**Mobile phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**In Case of Emergency, Notify** \_\_\_\_\_  
Last
First

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

*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**

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

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

**Ever applied to this company before?** \_\_\_\_\_ **of your present 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 last one first.

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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