

# HEFFERNAN

**PAINTING SERVICES, LTD**



## EMPLOYMENT OPPORTUNITIES

### WHAT WE NEED:

APPRENTICES  
PAINTERS  
LEAD PAINTERS

### WHAT YOU CAN EXPECT FROM HEFFERNAN:

MAJOR MEDICAL INSURANCE  
401K RETIREMENT PLAN  
PROFIT SHARING  
PAID VACATIONS  
WEEKLY PAYCHECKS (DIRECT DEPOSIT)  
OVERTIME PAY

**-PLEASE CALL FOR DETAILS-**

Quality Craftsmanship, Experienced Professionals.

# 847-869-5129

Dear Applicant,

Thank you for your interest in applying with Heffernan Painting Services. We are a professional organization where each member is valued as critical to the success of the team as a whole. Many of our team members comment after their first few months that Heffernan Painting is the most professional, high morale company they have ever worked for.

Heffernan Painting is a strongly team oriented organization that has historically had a steady flow of work year round for our permanent painters. After a probationary period, you may be eligible for several benefit programs, which include: health insurance, vacation pay and a retirement plan.

Please fill out the enclosed application completely and read all the enclosed items carefully prior to returning your application. After review of your information and references, which takes approximately 5 working days, we may call you for a personal interview that will take approximately one hour.

When a personal interview is arranged, please arrive as you would for work. Painters' whites are required, as are the tools of a professional painter fitting the job description applied for. Bring your valid driver's license, automobile insurance card and social security card.

After a successful interview, you may be made a conditional, at will offer of probationary employment that may be contingent upon your passing a drug test and a basic background investigation; both of which are kept strictly confidential as required by law and common courtesy.

Again, your interest is greatly appreciated. We hope you see the value in Heffernan Painting's careful approach to the process of pre-employment screening. Our goal is to provide a safe, congenial and productive work environment for all who make their careers with us.

Sincerely,

Shawn Heffernan  
President

Dear Applicant,

Thank you for your interest in a position with our company. Enclosed is a description of our painter's position. To apply, please:

1. Read the job description and fill out the enclosed application.
2. Handwrite a one-page description of work you have done that evidences your ability to perform this job. Include the names and phone numbers of any references.
3. Send the application, the handwritten work description, and any other important materials to:

Mail:

**Heffernan Painting Services, Ltd.  
Attention Hiring Manager  
2100 Greenleaf St.  
Evanston, IL. 60202**

Or

Email:

**Administrator@heffernanpainting.com  
Subject: Attention Hiring Manager**

Or

Fax:

**Attention Hiring Manager  
847-869-6129**

**\* No applications will be considered unless all of the above information is included.**

Sincerely,

Shawn Heffernan  
President



## Position Description

**Position** Painter

**Requirements** minimum 3 years painting experience

**Pay Range** \$12-\$18/hr

**Basic Function** To carry out painting and paint related functions as they pertain to specific jobs.

**Organizational Relationships** Reports to: Foreman  
Field Supervisor

**Scope of Responsibility** As delegated by the Foreman or Field Supervisor. Efficiently carry out paint related duties in a professional workmanlike manner. To carry out tasks within timeframes prescribed by Foreman and/ or Field Supervisor.

**General Knowledge and Experience** Must have clear understanding of job-site safety. Must have the ability to move and use ladders and power equipment (i.e. sanders, 40' ladders, scaffolds, etc). Must have clear understanding of preparation procedures (i.e. scragging, sanding, caulking, sealing, etc). Must be knowledgeable in various paint / primer systems and able to achieve blemish-free surfaces in latex, oil and other finishes. Must understand and carry out proper job flow. Must be able to organize tools, supplies and sundry items necessary for basic paint-work. Must be able to read, write and understand basic communication in English. Must be able to do basic addition, subtraction, multiplication and division.

**Duties and Responsibilities**

- Arrive daily to job site ten minutes prior to job start time, unless otherwise specified.
- Treat customers and other workmen with respect and dignity.
- Have a full set of production tools with you at all times.
- Efficiently use and maintain 9" roller setups to industry standards.
- Efficiently use and maintain brushes for both oil and latex applications.
- Report any accidents or injuries to the Foreman and / or Field Supervisor immediately after occurrence.
- Work a full 8-hour shift, five days per week, with a half-hour lunch unless otherwise specified.
- Report to Foreman with any quality control issues prior to commencement of specific tasks which should wait until issues are addressed (i.e. rotted wood, poorly prepared drywall, etc).
- Daily clean up of tools and equipment.
- Keep an accurate account of time spent on specific jobs via timecard.
- Turn in weekly timecards on Monday morning or Tuesday at the latest.
- Work overtime when job scope of work and schedule require additional time.
- Must attend all safety, production and other management meetings.
- Strive to uphold the standards of quality Heffernan Painting Services, Ltd. stands for.



Date \_\_\_\_\_

**Application For Employment**

**I. PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Valid driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

**II. EMPLOYMENT INFORMATION:**

Are you legally eligible for employment in this country?  Yes  No

Have you ever worked in the painting industry before?  Yes  No

If yes, what is the highest position achieved? \_\_\_\_\_

If yes, how many years of painting experience do you have? \_\_\_\_\_

Position desired: \_\_\_\_\_ Wage desired: \_\_\_\_\_

Currently employed?  Yes  No Date you could start employment: \_\_\_\_\_

How were you referred to Heffernan Painting Srv.: \_\_\_\_\_

Have you ever worked for or applied with Heffernan Painting Srv. before?  Yes  No

If yes, when: \_\_\_\_\_

Name of most recent employer: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Name of prior employer: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ Dates of employment: \_\_\_\_\_

**III. GENERAL INFORMATION:**

Have you ever been convicted of a felony in the last seven (7) years?  Yes  No  
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please detail: \_\_\_\_\_

Do you have any limitations that may affect your job performance?  Yes  No

If yes please explain: \_\_\_\_\_

Do you have daily access to an insured vehicle?  Yes  No

Have you received any formal training in the painting industry?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Authorize all courts, probation departments, prosecutory offices, boards, employers, educational and credit companies, other institutions and agencies, without exception to furnish the company or it's representatives any information any of them have concerning me. I further authorize a check by any consumer agency of my employment history as well as any incidents of employment dishonesty, retail theft or criminal activity. I understand that my employment and/ or retention may be affected in whole or in part from a report received from this agency. I hereby discharge and exonerate the company, it's agents and representatives, or any person so furnishing information, from any liability and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records, and other information or the investigation made by the company. A photostatic copy of this authorization will be considered as effective and valid as the original. (Wherever legally required, a copy of any credit report and other information will be available upon my request).

I agree to protect the company's confidential information, trade secrets, client lists, and other proprietary information, and will not reveal such information to anyone at any time during or after cessation of my employment.

If hired, I understand that for the first 90 days of employment I will be considered an introductory employee, during which time I will not be considered a regular full-time employee. An introductory employee is an employee whose performance is being evaluated to determine whether further employment in a specific position or with Heffernan Painting Services, Ltd. is appropriate. I will be considered a regular full-time employee after I have successfully completed this introductory period.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Heffernan Painting Services, Ltd., is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.