



Career Application



All positions available at A.J Blunt Painting are an integral part of the success and smooth operations of the business. Our goal is to put you in a position that keeps you challenged, is fulfilling, has you engaged and helps you achieve your career goals.

Please complete the following application with total honesty. There are no right or wrong answers; we just want to ensure we are a right fit for you, and you for us.

Name	
Address	
Email	
Phone	
Date	
Position applied for	



AJ Blunt Painting

Business History

AJ Blunt Painting Contractors is a wholly owned South Australian Company, which was started over 35 years ago by Tony Blunt. Throughout this time the company has expanded from being a one man domestic painting company to a company with in excess of 20 full time tradesmen and an impressive commercial and private client list.

Vision

At AJ Blunt Painting we offer a service of complete professionalism with highly skilled team members that are focused on providing exceptional customer service experience on each project we undertake. We pride ourselves of producing results of high quality that is consistent to each individual project.



Core Values

- **Professionalism**
- **Craftmanship**
- **Customer Service**
- **Results**

Professionalism:

Prompt, on-time, professional conduct, clean, respectful, discipline and pride in our work.

Craftmanship:

Highly skilled, consistent and quality every time.

Customer Service:

Exceed customer expectations time and time again.

Results:

Constant quality and guaranteed workmanship.



Career History

Please read these instructions carefully before completing the following section on Business/Career Experience. This information will not be the only basis for hiring decisions. You are not required to provide any information that is prohibited by law.

In the Business/Career Experience section, each letter (A, B, C, etc.) corresponds to a specific job. If, for example, your present employer is 'ACME Company' and you have had three different jobs, each with a different job title with 'ACME Company', please list them separately.

1. Please complete a section of this form (A, B, C, etc.) for every job where there was a change in your job title.
2. Begin with your present, or most recent, job and progress backward in time going from A to B to C, etc.
3. The form is set up for up to 7 job titles, A – G. If you have had more than 7 jobs, that's okay, but please attach a separate sheet outlining those additional jobs formatted like jobs D – G.
4. For each job you are asked to estimate how your final employer/supervisor would rate your overall performance on a scale of Excellent, Very Good, Good, Fair, and Poor.
5. At an appropriate time, we may ask you to arrange personal reference calls with employer/supervisors you've had.



Business/Career Experience

Please start with your present or most recent position. Reminder: Do not combine jobs. Fill out a complete section of this form for every job where job title has changed.

Business - A		
Business Name		
Address		
Kind of business		
Employed from:	(month/year) _____ To (month/year) _____	
Title/Position		
# of direct reports		
Starting Salary	(Include Base & Bonus):	
Final Salary	(Include Base & Bonus):	
Name of supervisor		
What is your best guess as to how this supervisor would rate your overall performance?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Impossible to Provide	If rating is impossible to provide, please explain:
What do (did) you like most about your position?		
What do (did) you least enjoy?		
If you are leaving or have left the company, please indicate your motivation to leave:	<input type="checkbox"/> 100% Mine <input type="checkbox"/> Mutual <input type="checkbox"/> 100% Company's (I was fired) <input type="checkbox"/> Options don't fit circumstance	If options don't fit circumstance, please explain reason(s) for leaving:
Other Comments you may have:		

Comments:

Business - B		
Business Name		
Address		
Kind of business		
Employed from:	(month/year) _____ To (month/year) _____	
Title/Position		
# of direct reports		
Starting Salary	(Include Base & Bonus):	
Final Salary	(Include Base & Bonus):	
Name of supervisor		
What is your best guess as to how this supervisor would rate your overall performance?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Impossible to Provide	If rating is impossible to provide, please explain:
What do (did) you like most about your position?		
What do (did) you least enjoy?		
If you are leaving or have left the company, please indicate your motivation to leave:	<input type="checkbox"/> 100% Mine <input type="checkbox"/> Mutual <input type="checkbox"/> 100% Company's (I was fired) <input type="checkbox"/> Options don't fit circumstance	If options don't fit circumstance, please explain reason(s) for leaving:
Other Comments you may have:		

Comments:

Business - C		
Business Name		
Address		
Kind of business		
Employed from:	(month/year) _____ To (month/year) _____	
Title/Position		
# of direct reports		
Starting Salary	(Include Base & Bonus):	
Final Salary	(Include Base & Bonus):	
Name of supervisor		
What is your best guess as to how this supervisor would rate your overall performance?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Impossible to Provide	If rating is impossible to provide, please explain:
What do (did) you like most about your position?		
What do (did) you least enjoy?		
If you are leaving or have left the company, please indicate your motivation to leave:	<input type="checkbox"/> 100% Mine <input type="checkbox"/> Mutual <input type="checkbox"/> 100% Company's (I was fired) <input type="checkbox"/> Options don't fit circumstance	If options don't fit circumstance, please explain Reason(s) for leaving:
Other Comments you may have:		

Comments:



Other Positions Held

With the sections below, when it comes to rating your performance and giving a reason for leaving, please refer to the answers/selections in Positions A, B, and C above.

Other Position - D	
Company	
City	
Title/Position	
Employed from:	(month/year) To (month/year)
Starting Salary	(Include Base & Bonus):
Final Salary	(Include Base & Bonus):
Performance	
Reason for leaving	

Other Position - E	
Company	
City	
Title/Position	
Employed from:	(month/year) To (month/year)
Starting Salary	(Include Base & Bonus):
Final Salary	(Include Base & Bonus):
Performance	
Reason for leaving	

Other Position - F	
Company	
City	
Title/Position	
Employed from:	(month/year) To (month/year)
Starting Salary	(Include Base & Bonus):
Final Salary	(Include Base & Bonus):
Performance	

Reason for leaving	
--------------------	--

Education

High School	
Name of School	
Level Completed	
Tertiary	
Name of Institution	
Qualification (s)	
Name of Institution	
Qualification (s)	
Name of Institution	
Qualification (s)	
Name of Institution	
Qualification (s)	
Other Education	

Comments:

What formal skills and experience would you bring to your position at AJ Blunt Painting?

Skills/Experience	Comments
Trade Skills (please itemise)	
Administration skills	
Computer Software	
Accounting/money handling skill	

Comments:

Your professional development

Tell us about the training you have undertaken in the past 12 months, outside of work hours that have improved your value or worth to your career.

Area	Comments
Training courses, seminars, workshops, conferences	
Computer/Software	
Membership in professional or job-relevant organisations.	
Books you have read/listened to	

Comments:



Tell us about ideas that you have had that have been successfully implemented into the organisations you have worked for that have...

Improved the customer service experience:	
Improved the smooth running and efficiency of the job:	
Improved the quality of the product/service:	
Increased the income/profitability for your company:	

Other comments:

Work Skills

In the table below, please give a personal rating between 1 and 5, of where you think your attitude lies. Just circle the most appropriate number.

Attribute		Rating	
Organisation	I live life moment by moment.	1...2...3...4...5	I plan every hour of my day.
Time Management	I never have enough time to do the things I have to or want to.	1...2...3...4...5	I always make time for work, rest and play.
Handling Pressure	I often feel out of control.	1...2...3...4...5	I never let anything get to me.
Career Attitude	I work so I can make money to enjoy life outside work.	1...2...3...4...5	Money is not the most important aspect. It is an extra bonus for the fun and challenge I get from my career.
Handling feedback and possible confrontation	I don't seek out regular evaluation and /or feed-back. I avoid confrontation.	1...2...3...4...5	I couldn't work without regular feedback and confrontation is an opportunity to grow.
Teamwork	I prefer to work by myself.	1...2...3...4...5	I work better in a team environment.
Productivity	I waste time, procrastinate, do the easy things first.	1...2...3...4...5	I make full use of every working hour with results-oriented projects.
Responsibility	I blame other people or justify if I make a mistake.	1...2...3...4...5	I take full responsibility for my mistakes.
Positivity	I share your problems and complaints with other team members, get involved in office gossip and I complain about the things that don't suit me.	1...2...3...4...5	I only discuss problems with people who are part of the solution, and avoid gossip and small talk about other people.
Accountability	I blame other people for my success or failure.	1...2...3...4...5	I am fully accountable for the results that I produce in my life.

Projects/Tasks

These are the projects that happen regularly in the business. Depending on your role/position you will need a general understanding of some of the following. Please identify your honest likes and dislikes in all of the following areas. Again, there I no right or wrong answers

Activity	Love it	Ok	Dislike it	Comments
Following systems				
Making phone calls to people you don't know				
Making calls to people you do know				
Returning phone messages				
Handling customer complaints on the phone				
Handling customer complaints in person				
Meeting people you don't know				
Meeting targets and budgets				
Filling out reports				
Speaking in front of a group of people				
Researching new information				
Dealing with dollars, accounts, stock take of supplies				
Cleaning				
Driving for 45 minutes—1 hour during work hours				
Wearing a uniform				

A bit about you professionally...

Question	Answer
I am happiest when....	
My greatest job satisfaction comes when...	
I am most proud of myself because...	
What abilities and strong points will help you succeed in this job?	
What are your weak points and areas for improvement?	
I get angry, upset or sad when...	
My frustrations are...	
The thing/things that hinder my progress are...	
When I meet new people I...	
When I am working by myself I...	

Do you have any other things you would like to tell us about you professionally?

The final details

Do you have the legal right to work for any employer in Australia?

- Yes
- No

Would you be willing to arrange reference calls with supervisors you've had in the past few years, as a one of the steps prior to a final job offer?

- Yes
- No

I certify that answers given in this Career Application Form are true, accurate and complete to the best of my knowledge. I authorise investigation into all comments and statements I have made on this Form as it may be necessary for reaching an employment decision. I understand that I may be asked to arrange reference calls with people I've worked for.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my Career Application Form or interview(s) may result in discharge and/or legal action.

I understand that if employed by AJ Blunt Painting, I am required to abide by all rules and regulations of AJ Blunt Painting and any special agreements reached between the AJ Blunt Painting and me.

Signed: _____ Date: _____