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*PLEASE FILL IN ALL SPACES *

GENERAL INFORMATION

(PLEASE PRINT CLEARLY)

Referred by: _____

NAME: _____ ID NUMBER (office use): _____

ADDRESS: _____

CITY: _____ PROV.: _____ POSTAL CODE: _____

SIN NO.: _____ DATE OF BIRTH: _____ LIC. NO.: _____

HOME PHONE #: _____ PAGER: _____ CELL: _____

FAX #: _____ MESSAGE CENTER: _____

EMAIL ADDRESS: _____ OTHER: _____

WEB ADDRESS: _____ EMERGENCY #: _____

VEHICLE TYPE: _____ LIC. CLASS: _____ AIR: _____

DO YOU HAVE YOUR OWN WCB COVERAGE? Y() N()

IF YES ENTER REGISTERED WCB NAME (COMPANY OR INDIVIDUAL) & NUMBER

WCB NAME: _____ WCB # _____

ARE YOU INSURED? Y() N()

IF YES, WITH WHOM? _____

LIABILITY LIMIT AMOUNT \$ _____ DATE STARTED: _____



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BUSINESS INFORMATION

- ARE YOU WILLING TO DO HEAVY LIFTING? Y() N()
- ARE YOU OK WITH WORKING IN HIGH PLACES? Y() N()
- DO YOU HAVE ANY HEALTH CONDITIONS? Y() N()
- IF YES, SPECIFY: _____
- DO YOU CLEAN UP THOROUGHLY AFTER A JOB Y() N()
- IS YOUR WORD YOUR BOND?** Y() N()
- ARE YOU WILLING TO WEAR AND SUPPLY YOUR OWN UNIFORM? Y() N()
- ARE YOU ABLE TO OPERATE MACHINERY? Y() N()
- FORKLIFTS, JACKHAMMERS, ETC?
- IF YES, SPECIFY: _____
- DO YOU, OR HAVE YOU WORKED FOR ANY OTHER INSTALLATION COMPANIES OR EMPLOYMENT AGENCIES? Y() N()
- IF YES, FOR WHOM? _____
- WHAT HOURLY RATE(S) ARE YOUR RATES BASED ON AT PRESENT? _____
- DO YOU OWN YOUR OWN BUSINESS? Y() N()
- IF YES, WHAT IS THE NAME? _____
- ARE YOU BONDABLE? Y() N()
- DO YOU HAVE A TICKET FOR YOUR TRADE(S) Y() N()
- IF YES, WHICH TICKETS? _____
- DO YOU OWN A BUSINESS LICENSE? Y() N()
- FOR WHICH CITY(S)? _____ TYPE: _____
- ARE YOU A UNION MEMBER? Y() N()
- IF YES, WHICH LOCAL? _____
- HOW LONG ARE YOU ABLE TO GUARANTEE ANY OF YOUR WORK? _____
- ARE YOU A MEMBER OF THE BETTER BUSINESS BUREAU? Y() N()
- THE HOMEPRO HANDYMAN SERVICE LTD. HAS A "NO STRESS, NO MESS MOTTO".
- IS THIS SOMETHING YOU WILL UPHOLD? ...Y() N()



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TOOLS AND PROJECTS

GENERALLY, LIST YOUR TOOLS:

GENERALLY, LIST THE MAIN TOOLS YOU ARE FAMILIAR WITH:

GENERALLY, LIST YOUR LAST 3-5 PROJECTS OR JOBS:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GENERALLY, LIST THE TYPE OF JOB SITES YOU ARE FAMILIAR WITH:

ESTIMATING

HOW LONG HAVE YOU BEEN DOING ESTIMATES? _____

DO YOU FIND YOUR ESTIMATES ARE GENERALLY;-----LOW () VERY CLOSE () HIGH ()

HOW WOULD YOU RATE YOUR ESTIMATING SKILLS;-----POOR () FAIR () EXCELLENT ()



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EDUCATION

LAST SCHOOL GRADE COMPLETED: _____

LOCATION(S) _____

ANY POST-SECONDARY EDUCATION? Y() N()

IF YES, SPECIFY: _____

SELF EDUCATION

HAVE YOU READ ANY BOOKS RELATING TO YOUR FIELD OF WORK? Y() N()

IF YES, SPECIFY: _____

HAVE YOU READ ANY BOOKS ON PEOPLE SKILLS? Y() N()

IF YES, SPECIFY: _____

HAVE YOU READ ANY BOOKS ON POSITIVE THINKING? Y() N()

IF YES, SPECIFY: _____

HOW MUCH OF YOUR TRAINING WAS ON THE JOB? SOME: ____ MOST: ____ ALL: ____



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REFERENCES

- ALL REFERENCES MUST BE FROM PAID WORK.
- CRAFTSMEN MUST LIST AT LEAST 6-10 REFERENCES IN THE LAST 1-5 YRS.
- ASSISTANTS MUST LIST AT LEAST 4-6 REFERENCES IN THE LAST 1-5 YRS.

- 1) _____ # _____ WORK DONE _____
- 2) _____ # _____ WORK DONE _____
- 3) _____ # _____ WORK DONE _____
- 4) _____ # _____ WORK DONE _____
- 5) _____ # _____ WORK DONE _____
- 6) _____ # _____ WORK DONE _____
- 7) _____ # _____ WORK DONE _____
- 8) _____ # _____ WORK DONE _____
- 9) _____ # _____ WORK DONE _____
- 10) _____ # _____ WORK DONE _____

ANY PERSONAL COMMENTS

I, (PRINT NAME) _____ HEREBY ACKNOWLEDGE THAT ALL INFORMATION HEREIN THIS APPLICATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO HOLD MYSELF RESPONSIBLE FOR ANY GOVERNMENT PAYROLL DEDUCTIONS. I ALSO PROMISE TO HOLD ALL PRICING INFORMATION LEARNED FROM HOMEPRO HANDYMAN SERVICE LTD. CONFIDENTIAL.

SIGNATURE OF APPLICANT _____

DATE _____

OFFICE USE ONLY

REGISTERED BY: _____

REFERRED BY: _____

COMMENTS: _____



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TRADE CREDENTIALS

Name: _____

Date: _____

Tradesman Type

TRADESMAN TYPE	EXPERIENCE	CHECK ONE	AS OF (DATE)
JR. ASSISTANT	1 - 4 YRS.		
SR. ASSISTANT	5 - 9YRS.		
JR. CRAFTSMAN	10 -14YRS.		
SR. CRAFTSMAN	15+ YRS.		
T.Q. CRAFTSMAN	10+ YRS.		

TRADE	ABREV. OFFICE USE	FULL TIME YRS. EXP.	T.Q. DATE IF APPLICABLE	DETAILS
Appliance Repair	AR			
Carpenter - General	CA			
Carpenter - Finishing	FN			
Carpenter - Framing	FR			
Carpet Layer	CP			
Computer Technician	CT			
Dry Waller	DW			
Electrician	EL			
Floor Layer	FL			
Gas Fitter	GS			
Landscaping	LS			
Low Voltage	LV			
Masonry	MA			
Mill worker	MK			
Painter	PT			
Plumber	PL			
Roofer	RF			
Tiler	TL			
Welder	WD			
TOTAL				



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PROJECT CREDENTIALS

Name: _____
 As of Date: _____

- All experiences must be broken down and detailed to the nearest month
- 0.5=6 Months / 0.25=3 Months / 0.08=1month
- One time / one day / min. experience jobs do not count.
- One week to one month, solid experience counts as minimum.
- Total Years should be true actual professional paid experience.

PROJECTS Please read above instructions carefully	ABREV. OFFICE USE	FULL TIME YRS. EXP.	DETAILS Please read above instructions carefully
ADDITIONS	AD		
AIR CONDITIONERS	AC		
ALARMS	AL		
APPLIANCES	AR		
BASEBOARD MOLDINGS	BM		
BATHROOM REMODELING	BR		
BATHTUB INSTALLATION	BT		
BATHTUB INSERT	BI		
BRICKLAYING	BK		
CABINETS	CB		
CARPENTRY - GENERAL	CA		
CARPET LAYING	CP		
CHAIN LINK FENCE	CF		
CHIMNEY SWEEPING	CS		
CHIMNEY REPAIR	CH		
CLOSET ORGANIZERS	CL		
COMPUTER SERVICE & REPAIR	CR		
CONCRETE WORK	CN		
COUNTERTOPS	CT		
CROWN MOLDINGS	CG		
CULTURED MARBLE	CM		
CUSTOM WOODWORK	CW		
DECKS	DK		
DIGITAL VISUALIZATION	DV		
DOOR LOCKS	DL		
DOORS - INSTALLATION	DR		
DRAINS / DRAINAGE	DN		
DRYWALL	DW		
ELECTRICAL	EL		
ELECTRONICS REPAIR	ER		
FANS	FA		



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FAUX PAINTING	FP		
FENCES	FE		
FINISHING CARPENTRY	FN		
FIREPLACES	FI		
FORMS	FM		
FRAMING CARPENTRY	FR		
FURNACE REPAIR	FU		
GARAGE DOORS	GD		
GARAGES	GA		
GARBURATORS	GB		
GARDENING	GG		
GAS FITTING	GS		
GRANITE	GR		
GUTTERS & DOWN PIPES REPAIR	GU		
GUTTER CLEANING	GC		
HARDWOOD FLOORS	HF		
HEATING – HOT WATER	HT		
HOT WATER TANKS	HW		
HOUSE CLEANING	HC		
INSULATION	IS		
KITCHEN REMODELING	KR		
LAMINATE FLOORING	LT		
LAMINATING - CABINETS	LG		
LANDSCAPING	LS		
LAWN CUTTING	LC		
LIGHT BULBS	LB		
LIGHTING FIXTURES	LI		
LINOLEUM - FLOORING	LM		
LOW VOLTAGE WIRING	LV		
MARBLE	MB		
MASONRY	MA		
MECHANICAL PLUMBING	ME		
METAL ROOFING	MR		
MILLWORK	MK		
MOLDINGS	MG		
MOVING	MV		
PAINTING	PT		
PATIOS	PA		
PAVING-ASPHALT	PV		
PAVING-STONE	PS		
PEST CONTROL	PC		
PICTURE HANGING	PH		
PLASTER	PR		
PLAY CENTERS	PY		



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PLUMBING	PL		
POST & BEAM	P&B		
PRESSURE WASHING	PW		
PROJECT MANAGEMENT	PM		
RENOVATIONS / ALTERATIONS	RV		
RETAINING WALLS	RW		
ROOFING	RF		
RUBBISH REMOVAL	RR		
SECURITY BARS	SB		
SHEDS	SH		
SHELVES	SV		
SHOP PROJECTS	SP		
SHOWERS	SW		
SIDING	SD		
SINKS	SI		
SMALL ENGINE REPAIR	SE		
SKYLIGHTS	SK		
SLATE	SL		
SOLARIUMS	SO		
SUNDECKS	SU		
TAPING & FILLING	TP		
TAPS-BASIC	TB		
TAPS-HIGH END	TH		
TELEPHONE WIRING	TW		
TEXTURED CEILINGS	TC		
TILING - CERAMIC	TL		
TOILETS	TO		
WALLPAPER	WP		
WATER HEATER - INSTANT	WH		
WELDING	WD		
WINDOW CLEANING	WC		
WINDOWS - INSTALLATION	WI		
WIRING	WR		
YARD WORK	YW		
TOTAL YEARS EXPERIENCE	N/A		



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TOOL LIST

- Name: _____
 ➤ Date: _____

- **Check all the tools you own and any additional details.**
 ➤ **The Basics list is the required minimum for Senior Assistants and above.**
 ➤ *** = Item is not required but strongly suggested.**

Tool	Yes	Basics	Additional Tool Details
Air Brad Nailer			
Air Compressor			
Air Nailer			
Air Stapler			
Allen Wrenches		Yes	
Back Saw		Yes*	
Ball Peen Hammer		Yes*	
Band Clamps			
Band Saw			
Bar Clamp			
Bar Clamps			
Block Plane		Yes*	
Block Rasp Plane			
Brace & Bits			
Broom		Yes	
Calculator		Yes	
Caulking Gun		Yes	
C-Clamp(s)		Yes	
Cellular Phone (operational)			
Chain Saw			
Chalk Line			
Chisel ½"		Yes	
Chisel ¾"		Yes*	
Chisel 1"		Yes*	
Circuit Tester		Yes*	
Claw Hammer		Yes	
Clip Board		Yes	
Cold Chisel(s)		Yes	
Combination Square		Yes	
Compass / Keyhole Saw		Yes*	
Coping Saw			
Cordless Drill / Screw gun		Yes	
Cornering Tool			
Crescent Wrench		Yes	
Curved Rasp Plane			
Deep Throat Sockets			
Deburring Tool			
Draw Knife			
Drill Bits for Masonry		Yes	
Drill Bits for Steel		Yes	
Drill Bits for Wood		Yes	



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Drill Press			
Drop Cloth(s) #		Yes	
Drywall Trowels – corner			
Drywall Trowels ½” -12”		Yes*	
Duct Tape		Yes	
Dust Pan & Wisk		Yes	
Ear protectors / plugs		Yes	
Electric Drill		Yes*	
Electric Hammer Drill			
Electric Jig Saw			
Electric Miter Saw			
Electric Reciprocating Saw			
Electric Sander - Belt			
Electric Sander – Orbital			
Electric Sander – Palm			
Electric Skill Saw			
Electric Table Saw			
Electrical Tape		Yes	
End Cutters / Nippers			
Extension Cable		Yes	
Extension Ladder			
File Brush		Yes*	
File(s)		Yes	
Flash light		Yes	
Flat Pry Bar		Yes	
Framing Square		Yes*	
Gloves		Yes	
Glue Trowels			
Glue(s)		Yes	
Grout Squeegee			
Grouting Sponge			
Hack Saw		Yes	
Hand Crosscut Saw		Yes	
Hedge Trimmer Gas / Electric			
Hole Saw Bits 1”-2 ½”			
Jeweller’s Screwdrivers		Yes*	
Jointer			
Kneepads			
Lawn Mower			
Lawn Rake		Yes*	
Leatherman - multi-tool			
Level Large		Yes*	
Level Small		Yes	
Line Level			
Linesman Pliers		Yes	
Long Nose / Needle Nose Pliers		Yes	
Lubricating Oil (3 in 1)		Yes	
Mallet		Yes*	
Marking Gauge			
Masking Tape		Yes	



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Misc. Nails		Yes	
Misc. Screws		Yes	
Misc. Small Hardware		Yes*	
Miter box		Yes	
Miter Clamps			
Multi-meter			
Nail Puller			
Nail Set		Yes	
Nut Drivers		Yes*	
Offset Screwdriver(s)		Yes	
Open end / Box end Wrenches			
Pager (operational)			
Paint Brush Large			
Paint Brush Medium		Yes	
Paint Brush Small		Yes	
Paint Tray & Roller Handle-reg.		Yes*	
Paint Tray & Roller Handle-small		Yes	
Pencil		Yes	
Pick Axe		Yes*	
Pipe Wrench		Yes*	
Plumbers Putty		Yes*	
Pocket Knife		Yes	
Pocket Knife - Swiss Army		Yes*	
Portable Vise			
Portable Work Bench			
Post Level			
Power Bar			
Prick Punch		Yes	
Propane Torch			
Punch		Yes*	
Putty Knife Large			
Putty Knife Medium		Yes*	
Putty Knife Small		Yes	
Radial Arm Saw			
Rags		Yes	
Razor Knife		Yes	
Razor Scraper		Yes*	
Regular Rake		Yes	
Router			
Safety glasses		Yes	
Sand Paper		Yes	
Sanding Block		Yes*	
Scraper		Yes	
Screwdriver Common Large		Yes	
Screwdriver Common Medium		Yes	
Screwdriver Common Small		Yes	
Screwdriver Phillips Large		Yes	
Screwdriver Phillips Medium		Yes	
Screwdriver Phillips Small		Yes	
Screwdriver Robertson Large		Yes	



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Screwdriver Robertson Medium		Yes	
Screwdriver Robertson Small		Yes	
Screwdriver Stubby Common		Yes*	
Screwdriver Stubby Phillips		Yes*	
Screwdriver Stubby Robertson		Yes*	
Sharpening stone		Yes	
Shop Vacuum		Yes*	
Shovel		Yes	
Sledge hammer		Yes*	
Slip Joint Pliers		Yes	
Snake - Electrical			
Snake – Plumbing			
Socket Set size – ¼” 3/8” ½”		Yes*	
Soldering Gun / Iron			
Soldering Torch & Tips			
Spring Clamps		Yes*	
Stapler		Yes*	
Steel Measuring Tape		Yes	
Step Ladder		Yes*	
Straight Edge		Yes	
Straight Rasp Plane			
Tap / Sink Wrench		Yes*	
T-Bevel			
Tile Cutter			
Tin Snips		Yes*	
Tool Box(s) #		Yes	
Tool Pouch		Yes	
Try Square		Yes*	
Vise Grips		Yes	
Weed Eater			
Wing Divider / Compass		Yes*	
Wire / Side Cutters		Yes	
Wire Brush		Yes	
Wire Stripper		Yes*	
Wood Plane		Yes	
Work Light		Yes	
Wrecking Bar		Yes	

I, _____ hereby verify the information
above is true and correct to the best of my knowledge.
Dated this ____ day of _____ 20____

Signature