

Name \_\_\_\_\_

SUPPLEMENT TO THE APPLICATION FOR CARPENTER I (JOURNEYMAN)

TO ALL APPLICANTS: This form is used to obtain information about your knowledge, skill and ability to perform the duties of the job. This information will be used together with the data on your application for employment to complete the evaluation of your experience. It is to your advantage to answer this supplement completely by following the instructions given in each part. If the question requires a description, you should give the most difficult problem you have experience and resolved as an example. If you wish, you may list other related items not covered by a question on a separate sheet. Your answers will be verified at the time of interview.

**PART I: Follow these steps in completing this part of the questionnaire:**

Step 1: Column I lists a variety of tasks performed by carpenters. Check those tasks with which you have experience or training.

Step 2: Under Column II, circle the letter code which best describes your ability to do the task according to the following definitions:

- a. Have instructed or supervised others
- b. Have performed the task on my own
- c. Have performed the task with assistance from a supervisor
- d. Received training or schooling only

Step 3: Circle the appropriate plans or instructions you followed in performing the tasks listed in Column 1.

1. Blueprints
2. Building Plans/Specifications
3. Sketches
4. Work Order
5. Building Codes
6. Instructions form supervisor





**Part II:**

- a. Check the various types of tools, instruments, or machines you have used.
- b. Check the levels of ability opposite the tools, instruments, or machines which show your training and experience.

**LEVELS OF ABILITY**

X	TOOLS/INSTRUMENTS/MACHINES	Had Training on This	Have Assisted Journeyman	Operated on Assembly Work	Set-Up and Operated With Supervision	Set-Up and Operated on My Own	Worked to Close Tolerances	Did Work Where Extreme Contours and Unusually Close Tolerances Were Required	Did Work Where Appearance, Pleasing Contours, Symmetry, and Exacting Tolerances Were Important
	Shapers								
	Mortise and Tenon								
	Jointers								
	Rotary Planers								
	Dado Blades								
	Drill Presses								
	Power Fastening Gun								
	Circular Saws								
	Saber Saw								
	Power Sanders								

LEVELS OF ABILITY

**Part II (Continued):**

- a. Check the various types of tools, instruments, or machines you have used.
- b. Check the levels of ability opposite the tools, instruments, or machines which show your training and experience.

X	TOOLS/INSTRUMENTS/MACHINES	Had Training on This	Have Assisted Journeyman	Operated on Assembly Work	Set-Up and Operated With Supervision	Set-Up and Operated on My Own	Worked to Close Tolerances	Did Work Where Extreme Contours and Unusually Close Tolerances Were Required	Did Work Where Appearance, Pleasing Contours, Symmetry, and Exacting Tolerances Were Important
	Table Saw								
	Keyhole Saw								
	Block Planes								
	Portable Electric Saw								
	Nail Setters								
	Hand Saw								
	Framing Square								
	Tri-Square or Combination Square								
	Levels								
	Plumb Bobs								
	Tapes								
	Hammer								
	Screwdriver								
	Other (list)								

**Part II (Continued):**

Select three of the most difficult tools, instruments, or machines from the list on pages three and four which you have used on your own and which will indicate the level of your ability to use carpentry tools and equipment. Briefly, describe the most difficult task you performed using the tool, instrument, or machine.

Tools/Instruments/Machines	Most difficult task you performed using the tool/instrument/machine
1.	
2.	
3.	

**Part III:** Check the various materials, fasteners, adhesives which you have used on the job. Also indicate the best substitute when the listed material is not available. Where necessary, support your answer by explaining the situation or by giving other appropriate information.

X	Material/Fastener/Adhesive	List the best substitute and explain your reason for using the substitute
	Construction Grade Lumber	
	Standard Grade Lumber	
	Utility Grade Lumber	
	T & G Flooring	
	Plywood	

**Part III (Continued):**

X	Material/Fastener/Adhesive	List the best substitute and explain your reason for using the substitute
	Masonite	
	Gypsum Board	
	Corrugated Transite	
	Nails	
	Spikes	
	Brads	
	Staples	
	Screws	
	Bolts	
	Nuts	
	Hooks	
	Contact Cement	
	Liquid & Powdered Resins	
	Dowel	
	Door & Window Stop	

**Part III (Continued):**

X	Material/Fastener/Adhesive	List the best substitute and explain your reason for using the substitute
	Framing Lumber	
	Finish Lumber	

**Part IV: Check the statement(s) which shows your ability to do the work of the position. Give examples where indicated.**

S T A T E M E N T	Check Yes or No	
	YES	NO
Experience which demonstrates ability to perform a variety of complex tasks of the trade in compliance with instructions contained in blueprints, sketches, and drawings with minimum supervision during performance. (If yes, give one example).		
Usually have co-worker on a job so that we can help each other.		
Do assembly line work where the same job is performed often enough to be an expert at it.		
Figure out what should be done after supervisor has started the general problem.		
Laying out jobs from blueprints.		
Can carry out instructions after supervisor gives major details.		
Work alone, with only occasional checks by supervisor.		
Working when a job is set up for me.		



**Part IV (Continued):**

S T A T E M E N T	Check Yes or No	
	YES	NO
Doing jobs in which appearance, pleasing contours, symmetry, etc., are important. Examples: Cabinets and desks.		
Figure out own approach to a problem. (If yes, give example)		
Give instructions and advice to other journeyman carpenters. (If yes, give example).		

**Part V: A. List any safety awards you have received and give a description of the award.**

AWARD	DESCRIPTION	DATE

B. Have you served on a Safety Committee? \_\_\_\_\_ Yes      \_\_\_\_\_ No  
If your answer is yes, indicate the dates served.

\_\_\_\_\_ to \_\_\_\_\_  
From (month and year)                      To (month and year)

C. Describe your own words a situation on the job in which safety precautions must be taken.

**Part V (Continued):**

Situation:

Safety precaution taken:

Why is the safety precaution necessary?

**Part VI: Training**

Apprenticeship: I have completed an apprenticeship in \_\_\_\_\_  
Name of Trade

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Technical School: I have completed technical school training in \_\_\_\_\_  
Name of Trade

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Military Training: I have completed military training in \_\_\_\_\_  
Name of Trade

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

*(Carpenter I Page 11 of 11)*

**Part VII: Describe in your own words why you feel you are qualified for the position.**

-----  
I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_