



reinvent the way you work™

## Systems Furniture Installer / Drivers

BSI (Building Service Inc.) is redefining how workplaces are created. By aligning design, construction, furniture, and technology from day one, we deliver smarter solutions, faster timelines, and spaces that inspire connection and productivity. We are looking for experienced, hard-working, reliable installers/movers/drivers for our Appleton location.

This is a full-time position, and hours are dependent on work schedule. Weekends and evenings are occasionally required.

### Responsibilities

- Installation of all major commercial furniture lines, such as Miller Knoll, National, Global, etc.
- Wall mounting, custom cuts, install modifications, etc.
- Corporate moving and relocation.

### Qualifications

- Must have a valid driver's license and clean driver's abstract.
- High School Diploma or equivalent required.
- Minimum of 2 years' experience with commercial office furniture installation.
- Excellent communication and customer service skills.
- Well organized with attention to details.
- Outstanding attendance and punctuality.
- Must maintain a safe work environment.
- Must be able to read and understand installation drawings.
- Must provide own tools specific to our industry.
- Must provide own transportation to and from job site.
- Ability to lift 50lbs on a regular basis.
- Ability to drive trucks ranging from 14'-26'. No CDL is required. Trucks have automatic transmissions.

### Qualified candidates submit a resume and/or the completed Employment Application to:

BSI  
Attn: Erin Macejkovic  
W222 N630 Cheaney Rd  
Waukesha, WI 53186

Or email: [emacejkovic@buildingservice.com](mailto:emacejkovic@buildingservice.com)

Equal Employment Opportunity/Affirmative Action Employer  
Employment Application available on the next page

# BUILDING SERVICE INC.

## EMPLOYMENT APPLICATION

### An Equal Opportunity/Affirmative Action Employer

Equal access to employment is available to all applicants. If you require reasonable accommodation to the application and/or interview process, please notify a representative of Building Service Inc. (BSI)

It is the intent of BSI to comply with all State and Federal requirements and to operate within the law in the implementation of all facets of Equal Employment Opportunity. In the recruitment, selection, training, promotion, termination or any other personnel action, there will be no discrimination on the basis of race, color, religion, age, sex, national origin, ancestry, disability, sexual orientation, marital status, military service, arrest or conviction record, use or non-use of lawful products off premises, or any other areas covered under State or Federal law; to the extent prohibited by law. Do not include information of that nature in the application. It is the intention of BSI that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Initial:</b>
<b>Street Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>		<b>Alternate phone number:</b>		<b>Are you legally authorized to work in the U.S.? YES ( ) NO ( )</b>
<b>Position applying for:</b>		<b>Shift Available for Work:</b> 1 <sup>st</sup> ( ) 2 <sup>nd</sup> ( ) 3 <sup>rd</sup> ( ) Any ( )		<b>Salary Desired:</b>
<b>Are you at least 18 years old? Yes ___ No ___</b>		<b>If position requires vehicle operation, do you have a valid driver's license? YES ( ) NO ( ) Number: _____</b>		
<b>How did you hear about BSI?</b>			<b>Date you are available for work:</b>	
<b>Have you ever been convicted of a crime or pleaded <i>no contest</i>, other than minor traffic violations? YES ( ) NO ( )</b> <b>Do you have any pending criminal charges against you? YES ( ) NO ( ) If Yes to either question please explain:</b>				
<i>Information used only if relevant to position(s) you are applying for.</i>				

Education	School Name	Major	Graduated	Years Completed
High School			YES__ NO__	
College			YES__ NO__	
Vocational			YES__ NO__	
Other			YES__ NO__	

EMPLOYMENT HISTORY (Please list most recent first)				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>	<b>Immediate Supervisor:</b>		<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				

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EMPLOYMENT HISTORY CONTINUED				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>	<b>Immediate Supervisor:</b>		<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>	<b>Immediate Supervisor:</b>		<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>	<b>Immediate Supervisor:</b>		<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				

Please read the paragraphs below. If you agree to the conditions contained in the paragraphs, sign on the signature line at the bottom of this page.

**STATEMENT OF DISCLOSURE:** I attest that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed by BSI, any false statements or omissions will lead to immediate dismissal. I agree that I will not hold BSI liable in any respect if my employment is terminated for that reason. I understand and agree that if hired, my employment will “at-will” meaning not for any fixed period of time and may be terminated at any time without prior notice and without cause. I understand that this application will remain “active” for 30 days and if I want to be considered for employment beyond that time I must fill out another application.

**DRUG SCREENING/MEDICAL EXAM:** I understand that offers of employment with BSI are contingent on passing a post-offer/pre-employment drug test. I also understand that BSI employees are required to submit to medical testing for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription; as required by BSI’s policy. I understand that BSI may require a drug or alcohol test whenever an employee is suspected of being under the influence of drugs or alcohol at work and following a work-related injury or accident. I will hold all parties involved harmless, meaning I will not sue or hold anyone responsible for any alleged harm to me as a result of not submitting to the testing or the reported results of the testing. This includes, but is not limited to, possible clerical or laboratory error. This policy and authorization is in a language I understand, and I understand that if I have questions I should ask them before signing below.

**REFERENCE RELEASE:** I authorize BSI to investigate my character, qualifications, past employment, education, and activities. I release from all liability, any person, company, corporation, school, or government agency supplying such information. I understand that the information may include, but is not limited to, performance evaluations and reports, attendance records, job descriptions, disciplinary actions and opinions regarding my suitability for employment. I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

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Signature

Please submit this completed Application to emacejkovic@buildingservice.com