



Roofing & General Contractors
 "Where Quality and Customer Service Come First"

Job Title:	Field Representative	Job Category:	Other
Location:	Oklahoma City/Mustang	Travel Required:	Travel Required
Level/Salary Range:	Commission Pay	Position Type:	Independent Contractor-1099
HR Contact:	Meredith Marsh-Shaevitz	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires
Website:	www.pitchperfectok.com		

Applications Accepted By:

FAX OR EMAIL:

405-300-0777 or pitchperfect.cms@gmail.com
 Subject Line: Field Representative

MAIL:

Casey Marsh-Shaevitz
 Pitch Perfect Roofing &
 9104 SW 33rd Street
 OKC, OK 73179

Job Description

ROLE AND RESPONSIBILITIES

- Generate sales reports each week and submitting them to management
- Utilize all available resources to reach out to prospects and attempt to turn those prospects into customers
- Collaborate with management team to improve marketing materials and expand the company's marketing presence
- Attend industry trade shows to accumulate new leads and make productive contact with existing customers
- Stay on top of industry trends to identify potential opportunities for growth

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be 18 or older
- High School diploma or GED
- 4+ years' experience in the industry a plus, but not required
- Must be willing to travel up to 50% of the time and have reliable transportation
- Valid Oklahoma Driver's License
- Must be able to fill out a W-9
- Able to submit a background check
- Sense of pride in your performance and it's impact on company's success
- Computer use competency

PREFERRED SKILLS

- Self-motivated and comfortable working with little to no direction
- Strong communication, negotiation, and interpersonal skills
- Good time management skills
- High work ethic and organized
- Team Player
- Critical thinker and problem-solving skills
- English and Spanish fluency a plus



Roofing & General Contractors
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Job Title:	Contract Labor	Job Category:	Other
Location:	Oklahoma City/Mustang	Travel Required:	Travel Required
Level/Salary Range:	Per Job Completion	Position Type:	Independent Contractor-1099
HR Contact:	Meredith Marsh-Shaevitz	Date Posted:	Date Posted
Will Train Applicant(s):	No	Posting Expires:	Posting Expires
Website:	www.pitchperfectok.com		

Applications Accepted By:

FAX OR EMAIL:

405-300-0777 or pitchperfect.cms@gmail.com
 Subject Line: Field Representative

MAIL:

Casey Marsh-Shaevitz
 Pitch Perfect Roofing &
 9104 SW 33rd Street
 OKC, OK 73179

Job Description

ROLE AND RESPONSIBILITIES

- Unload tools, prepare building site materials, stack building materials, and set up equipment
- Use construction and maintenance tools and equipment to complete daily tasks
- Follow all health and safety regulations when operating equipment
- Ensure regulated and proper headgear, ear plugs, gloves, safety glasses, and clothing are worn
- Complete all assigned tasks in a timely manner
- Safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, blowtorches, etc.
- Clean and clear debris, tools, and hazardous materials daily from work site

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be 18 or older
- High school degree or equivalent educational experience, vocational school, or trade apprenticeships a plus
- 4+ years' experience in the industry a plus
- Must be willing to travel up to 50% of the time and have reliable transportation
- Valid Oklahoma Driver's License
- General Liability Insurance
- Workman's Comp
- Must be able to fill out a W-9
- Able to submit a background check
- Sense of pride in your performance and its impact on company's success

PREFERRED SKILLS

- Positive attitude and work ethic
- Able to work independently or as an active member of a team
- Good interpersonal skills with all levels of management within the company
- English and Spanish fluency a plus



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Sub-Contractor Application



Roofing & General Contractors
"Where Quality and Customer Service Come First"
405-261-6666
9104 SW 33rd Street OKC, OK 73179

Position applying for: _____
*Please specify: Roofing Installer, Siding Installer
Window Installer, Gutter Installer, Field Representative, Other*

Applicant Information

Name: _____
Last First MI

Telephone: _____ Email: _____ Alternate Phone: _____

Address: _____
House/Apartment # City State Zip Code

How did you hear about our company? _____ Available Start Date: _____

Have you worked as a 1099 contractor before? **Yes/No** How many years in this industry have you experienced? _____

What days and times would you be available to work? **Monday** _____ **Tuesday** _____ **Wednesday** _____

Thursday _____ **Friday** _____ **Saturday** _____ **Sunday** _____

Are you bilingual? **Yes/No** If yes, what languages are you fluent in? _____

Additional Information and Questionnaire

Have you ever been contracted by this company before? **Yes/No** If yes, provide dates _____

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. **Yes/No**

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgement to a felony? **Yes/No**
If yes, please explain:

Do you have a valid Oklahoma License? **Yes/ No**

Do you have workman's comp? **Yes/No**

Are you able to fill out a W-9 form? **Yes/No**

Do you have General Liability Insurance? **Yes/No**

Would you be willing to submit a background check? **Yes/No**

If any of the answers above were no, please describe action plan in order to obtain what is needed.

We are women owned, veteran owned, and minority owned business. This means we will have the fortunate opportunity to bid on jobs that are set aside for company's like ours. We plan to pursue government contracts as soon as we are approved and will need crews of all trades who will be able to get on a base. Is this something that will be a conflict with you? If not, how many crews and/or helpers do you think you would be able to gather for these types of jobs (contract labor only)?

Every job that is in production will come with a contract that will include a safety plan. Is this process something you are familiar with and if not, do you consider yourself the type of individual who will learn and implement what is needed?

OSHA requires that anyone performing work that is 6 feet above the ground to use safety harnesses and tie off equipment, such as ladders, to prevent injury. Is this something that you already do? If not, would you be willing to do so as this will be part of the contract with each job?

Are you OSHA certified? _____

Contract Labor Only:

How many crews do you have and how many men/women are on each of your crews? (Roofing Installers Only)

What types of roofing systems do you have experience in installing? (Roofing Installers Only)

Do you have all the necessary equipment to complete a job (trailers, nail guns, safety equipment, tools, etc.)?

Can you provide an itemized price sheet for how much you charge?

Customer Service is highly important to us which includes leaving the job site clean on a daily basis. Can you describe what your clean up procedures are like at the end of each day?

Field Representatives Only:

This is a commission-based pay job only. With that in mind, most people still have a part-time to full-time job as they begin training for being a field representative to ensure they have income during this time. There is not a flat pay rate that is received during training. This training phase will last as long as needed or as short as possible and is dependent on your willingness to follow the training program, ask questions, and how quickly you are able to grasp the concepts. Training happens face-to-face, hand written materials, power point presentations, video conferencing, and we will even point you to youtube videos that have been helpful. **Please initial to show that you understand and are willing to put the time, energy, and effort into learning.** _____

References

Name: _____ Title: _____ Company: _____ Phone: _____

Name: _____ Title: _____ Company: _____ Phone: _____

Name: _____ Title: _____ Company: _____ Phone: _____

Acknowledgement and Authorization

Initial Blocks

I certify that all answers given herein are true and complete to the best of my knowledge

I authorize investigation of all statements contained in this application for 1099 Contract work, including running a background check as it may be necessary at arriving to a decision

In the event of being contracted, I understand that false or misleading information given in my application or interview(s) may result in being uninvited to represent Pitch Perfect Roofing & General Contractors in any way.

I understand that as a sub-contractor I am responsible for the management of my own taxes

Signature of Applicant

Date

Application packet can be

Emailed: pitchperfect.cms@gmail.com

Faxed: 405-300-0777

Mailed: 9104 SW 33rd Street OKC, OK 73179

Please submit entire application packet including copies of your GL Insurance, Workman's Comp, Copy of Driver's License, and OSBI Form. Once we receive your application, we will first email you confirmation that it was received and then again to set up an interview if you meet the criteria. Thank you for showing your interest in joining our growing team!

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
<https://osbi.ok.gov/>

Type Of Search Requested:

- Name Based - \$15.00
- Sex Offender - \$2.00
- Mary Rippy Violent Offender - \$2.00
- State Fingerprint-based - \$19.00
* Must provide fingerprint card.
* Includes name based search.

DATE _____

Request Submitted via:

- Fax Mail In Person

**REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

ACCEPTABLE FORMS OF PAYMENT: CASH CASHIER'S CHECK / MONEY ORDER

BUSINESS CHECK *No Personal Checks Accepted.* CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____

Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) *Results will only be returned to the original requestor*

REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

PHONE NUMBER _____ CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) _____
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation
Computerized Criminal History

Oklahoma Department of Corrections
Sex Offender

Oklahoma Department of Corrections
Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.