

FLOORCOVERING INSTALLER

STATUTORY DECLARATION OF WORK EXPERIENCE

SkilledTradesBC Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

C. Reason for Statutory Declaration

Indicate why a Statutory Declaration is required for this period of employment:

- ☐ Applicant was self-employed ☐ Employer will/can not complete Employer Declaration

Applicants **must** attempt to contact current or previous employers to request an Employer Declaration to be filled out and signed.

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, **indicate the steps you have taken to try to obtain it.**

D. Statutory Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether you have performed the job tasks listed below during the period indicated in Section B.

JOB TASKS (72)	DECLARATION RESPONSE	
PERFORMS COMMON OCCUPATIONAL SKILLS		
Performs safety-related functions		
Uses personal protective equipment (PPE) and safety equipment	☐ Yes	☐ No
Maintains safe work environment	☐ Yes	☐ No
Uses and maintains tools and equipment		
Uses hand tools	☐ Yes	☐ No
Uses power and pneumatic tools	☐ Yes	☐ No
Uses measuring and layout tools	☐ Yes	☐ No

Enter the applicant's initials on every page of this form

I hereby certify, that to the best of my knowledge, the information I am providing is true and accurate.	Applicant's Initials:
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JOB TASKS (72)	DECLARATION RESPONSE	
Assesses floor and jobsite conditions		
Performs quality control	☐ Yes	☐ No
Assesses floor and sub-floor conditions and deficiencies	☐ Yes	☐ No
Conducts field tests	☐ Yes	☐ No
Organizes work		
Plans sequence of installation	☐ Yes	☐ No
Handles material	☐ Yes	☐ No
Determines layouts and materials needed for job	☐ Yes	☐ No
Uses documentation	☐ Yes	☐ No
Installs transitions, trims and wall bases		
Installs transitions and trims	☐ Yes	☐ No
Installs resilient wall base	☐ Yes	☐ No
Installs carpet wall base	☐ Yes	☐ No
Installs wood wall base	☐ Yes	☐ No
Uses communication and mentoring techniques		
Uses communication techniques	☐ Yes	☐ No
Uses mentoring techniques	☐ Yes	☐ No
PREPARES FLOOR		
Removes existing floorcovering and accessories		
Removes transitions, trims and wall bases	☐ Yes	☐ No
Removes carpet	☐ Yes	☐ No
Removes resilient flooring	☐ Yes	☐ No
Removes wood, laminate flooring, tiles and underlayment	☐ Yes	☐ No
Prepares substrate		
Removes contaminants	☐ Yes	☐ No

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JOB TASKS (72)	DECLARATION RESPONSE	
Prepares concrete floors and underlayment	☐ Yes	☐ No
Prepares wood floors and underlayment	☐ Yes	☐ No
Prepares specialty floors	☐ Yes	☐ No
Installs trowelled underlayment	☐ Yes	☐ No
Installs rigid underlayment panels	☐ Yes	☐ No
INSTALLS AND REPAIRS CARPET		
Installs carpet		
Cuts carpet for installation	☐ Yes	☐ No
Installs carpet by conventional method	☐ Yes	☐ No
Installs carpet by direct glue-down method	☐ Yes	☐ No
Installs carpet by double glue-down method	☐ Yes	☐ No
Installs modular carpet tiles	☐ Yes	☐ No
Completes carpet installation	☐ Yes	☐ No
Performs custom carpet procedures		
Installs borders and insets	☐ Yes	☐ No
Binds carpet	☐ Yes	☐ No
Upholsters with carpet	☐ Yes	☐ No
Assembles area rugs and runners	☐ Yes	☐ No
Installs carpet and runners on stairs	☐ Yes	☐ No
Installs artificial turf		
Establishes layout and grid lines for artificial turf	☐ Yes	☐ No
Assembles artificial turf sections	☐ Yes	☐ No
Completes artificial turf installation	☐ Yes	☐ No
Repairs carpet		
Repairs carpet installed by conventional method	☐ Yes	☐ No

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JOB TASKS (72)	DECLARATION RESPONSE	
Repairs carpet installed by direct glue-down method	☐ Yes	☐ No
Repairs carpet installed by double glue-down method	☐ Yes	☐ No
Repairs artificial turf	☐ Yes	☐ No
INSTALLS AND REPAIRS RESILIENT FLOORING		
Installs resilient flooring		
Establishes layout and grid lines	☐ Yes	☐ No
Installs resilient tiles	☐ Yes	☐ No
Installs resilient sheet goods	☐ Yes	☐ No
Cuts seams to fit	☐ Yes	☐ No
Seals seams chemically	☐ Yes	☐ No
Heat welds seams	☐ Yes	☐ No
Completes resilient flooring installation	☐ Yes	☐ No
Performs custom resilient flooring procedures		
Performs coving operations	☐ Yes	☐ No
Installs tread, riser and stringer materials	☐ Yes	☐ No
Installs resilient flooring on stairs	☐ Yes	☐ No
Installs insets, borders and feature strips	☐ Yes	☐ No
Installs specialty wall covering products	☐ Yes	☐ No
Repairs resilient flooring and accessories		
Repairs resilient flooring	☐ Yes	☐ No
Repairs accessories	☐ Yes	☐ No
INSTALLS AND SERVICES WOOD, LAMINATE AND FLOATING VINYL PLANK FLOORING		
Installs pre-finished solid, engineered, laminate and floating vinyl plank flooring		
Undercuts jambs and trims	☐ Yes	☐ No
Installs vapour retarders and underlayment cushion	☐ Yes	☐ No

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JOB TASKS (72)	DECLARATION RESPONSE	
Establishes layout	☐ Yes	☐ No
Fits materials	☐ Yes	☐ No
Mechanically fastens pre-finished solid and engineered hardwood flooring	☐ Yes	☐ No
Glues down solid and engineered hardwood flooring	☐ Yes	☐ No
Assembles floating floors	☐ Yes	☐ No
Installs custom wood and laminate flooring		
Installs borders, insets and custom fabrications in wood	☐ Yes	☐ No
Installs wood and laminate flooring on stairs	☐ Yes	☐ No
Services pre-finished solid, engineered, laminate and floating vinyl plank flooring		
Repairs boards	☐ Yes	☐ No
Replaces boards and accessories	☐ Yes	☐ No
Refinishes hardwood flooring	☐ Yes	☐ No

E. Applicant Signature

I certify that the information I have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Applicant Name (please print):	Applicant Signature:	Date: (MM/DD/YYYY)
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F. References

Minimum of Three References must accompany **each Statutory Declaration form**. Include names and contact information of minimum three individuals who can attest to your hours and/or scope of trade. References listed must be related to the organization and period of employment listed in Section B of this form.

Each individual listed will be contacted by SkilledTradesBC to verify the information provided on your application.

1. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

2. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

3. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

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