

Woodworks Restoration & Remodeling, Inc.

Employment Application

(Please print clearly.)

Date: _____

Name: _____ Social Security Number: ____-____-____
Last First Middle

17 or older? Yes No

Are you a United States Citizen? Yes ___ No ___ Permanent Resident? Yes ___ No ___

Present address: _____ How many years at this address? _____
Number & Street _____

City _____ State _____ Zip _____

Telephone number: _____ Mobile phone: _____

E-mail address: (if applicable) _____

Emergency Contact (Name, Phone, & relationship) _____

Position-Related

Position applied for: _____ Rate of pay expected: \$ _____

How did you learn of this opening? _____

Do you want to work: Full-time ___ Part-time ___

Specify days and hours if part-time: _____

If hired, on what date will you be available to start work? _____

Are there any other experiences, skills, training or qualifications that you feel would especially fit you for work with the company? _____

| | | | | |
|--|----------------|----------------|------------------|------|
| Your transportation (circle one): | | | | |
| Car | Truck | Van | Motorcycle | None |
| Tools (circle all that you have): | | | | |
| Leather nail apron | Trammel Points | Trim hammer | Circular saw | |
| 4-ft. level | Framing square | Spoke Shave | Stocked tool box | |
| Reciprocating saw | Cords | Framing hammer | Chalk box | |

Do you have a valid driver's license and reliable transportation? Yes ____ No ____

Driver's license number: _____

| | |
|--|--|
| Are you willing to supply the following Pre-Employment information at the company's expense: | |
| Current DMV Driving report | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Personnel Background check | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Drug Screening | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Education

| Type of School | Name & City | Years Attended | Graduated Y/N | Course or Major |
|-------------------|-------------|----------------|---------------|-----------------|
| High School | | | | |
| College | | | | |
| Business or Trade | | | | |
| Other | | | | |

Your skills (circle *only* the 3 skills you are best at):

Framing Interior Trim Wood Siding Concrete Forming
Cabinetry Drywall Roofing shingles Painting
Tile

Your experience (circle all types of jobs you have worked on):

New production housing Residential remodeling
New commercial buildings Commercial remodeling
Concrete formwork Insurance restoration

Military Service Record

Have you ever served in the armed forces? Yes No If yes, describe any US military experience including job-related training _____

Are you employed now? _____ If so, may we contact your present employer? _____

Are you currently on "lay-off" status? _____ If yes, are you subject to recall? _____

Have you ever been discharged or requested to resign from a position? Yes No
If yes, please explain. _____

Have you ever been convicted of a violation of the law other than minor traffic violation? _____
If yes, state the date, the charge, court, place where it occurred. _____

A conviction will not necessarily disqualify you from employment.

Prior Work History & Experience

Please begin with your present or last job. Include volunteer activities and job-related military assignments. Any organizations indicating race, color, religion, gender, national origin, disabilities or other protected status may be excluded.

| Employer | | Dates Employed | | Work Performed |
|---------------------|------------|----------------------|-------|----------------|
| | | From | To | |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate / Salary | | |
| Job Title | Supervisor | Starting | Final | |
| Reason for leaving | | | | |
| Employer | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate / Salary | | |
| Job Title | Supervisor | Starting | Final | |
| Reason for leaving | | | | |
| Employer | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
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| Employer | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate / Salary | | |
| Job Title | Supervisor | Starting | Final | |
| Reason for leaving | | | | |

Declarations

1. Is anything preventing you from starting immediately? Yes
 No
2. Is there a limit on the hours or days you can work? Yes
 No
3. Have you ever been dismissed or forced to resign from employment? Yes
 No

If you answered yes to any of the above, please explain.

References

Please list the names and telephone numbers of at least three people who are familiar with your professional accomplishments.

| Name | Telephone | Relationship |
|------|-----------|--------------|
| | | |
| | | |
| | | |

Please read carefully applicant's certification and agreement.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for immediate dismissal. You are hereby authorized to make any investigation of my personal background (character, education, military & employment) and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In consideration of my employment, I agree to conform to the rules and regulations of Woodworks Restoration & Remodeling, Inc., as outlined in the current employee handbook, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself.

Signature of applicant: _____ Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the above-mentioned types of discrimination.

Woodworks Restoration & Remodeling, Inc is an equal opportunity employer.