

Employment Application

Windsor Building Systems, LLC

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date: _____

Referral Source: Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other: _____

Name of Source (if applicable): _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone # _____ Other Phone # _____ Social Security # _____

If necessary, best time to call you at home is: _____ AM/PM

May we contact you at work? YES NO

If yes, work number and best time to call _____ AM/PM

If you are under 18 and it is required, can you furnish a work permit? YES NO

If no, please explain _____

Have you submitted an application here before? YES NO

If yes, give date(s) _____

Have you ever been employed here before? YES NO

If yes, give dates _____

Are you legally eligible for employment in this country? YES NO

Date available to start _____

Type of employment desired Full-time Part-time Temporary Seasonal

Will you relocate if the job requires it? YES NO

Will you travel if the job requires it? YES NO

Are you able to meet the attendance requirements of the position? YES NO

Are you able to lift the 100 lbs. Required for this position YES NO

Will you work overtime if required? YES NO

If no, please explain _____

Have you ever been bonded? _____

Have you been convicted of a crime in the last seven (7) years? YES NO

If yes, please explain _____

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

employer _____ () _____ telephone	Dates employed From: _____ To: _____	Summarize the type of work performed and job responsibilities
address _____	Salary/Hourly Rate Starting: _____ Ending: _____	
job title _____		
immediate supervisor and title _____		
Reason for leaving: _____		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		

employer _____ () _____ telephone	Dates employed From: _____ To: _____	Summarize the type of work performed and job responsibilities
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job title _____		
immediate supervisor and title _____		
Reason for leaving: _____		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		

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job title _____		
immediate supervisor and title _____		
Reason for leaving: _____		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments Including an explanation of any gaps in employment _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job-related)

A. List last three (3) schools attended, starting with the most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. School	Years B. Completed	C. Degree/Diploma	GPA D. Class Rank	E. Major	F. Minor

References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

Additional Information

List professional, trade, business, or civic associations and any offices held.

Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

Organization	Offices Held

List any special accomplishments, publications, awards, etc.

Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

List any additional information you would like us to consider

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Date: _____