



# SUBURBAN DOOR CO. INC.

DOORS • MILLWORK • WINDOWS

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

### PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
 Last First Middle

Present Address \_\_\_\_\_  
 Street City State Zip

Phone No \_\_\_\_\_ Cell No. \_\_\_\_\_

Referred By \_\_\_\_\_ Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States?  Yes  No

If hired can you submit proof of your legal right to work in the United States?  Yes  No

EMPLOYMENT DESIRED Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Summer: \_\_\_\_\_

Position \_\_\_\_\_ Date you can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now?  Yes  No If so may we inquire of your present employer?  Yes  No

Ever applied to this Company before?  Yes  No Where? \_\_\_\_\_ When? \_\_\_\_\_

Preferred Shift: 6:am to 2:30 pm  Yes  No 1:30 to 10:00 pm  Yes  No

If your preferred shift is not available would you work the other?  Yes  No

EDUCATION	Name and Location of school	Circle last year completed	Did you Graduate?	Subjects Studied and Degree(s) Received
Grammar School	_____		<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
High School	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
College	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
Technical, Vocational Business or Military Training	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	

Subjects of Special Study or Research work: \_\_\_\_\_

### GENERAL

Job Related Skills: \_\_\_\_\_ Valid Drivers License: \_\_\_\_\_ State: \_\_\_\_\_

Computer \_\_\_\_\_ Programs \_\_\_\_\_ Data Entry \_\_\_\_\_

Forklift \_\_\_\_\_ Electric Pallet Jack \_\_\_\_\_ Table Saw \_\_\_\_\_ Skill Saw \_\_\_\_\_

Chop Saw \_\_\_\_\_ Radial Arm Saw \_\_\_\_\_ Drills \_\_\_\_\_ Sanders \_\_\_\_\_ Routers \_\_\_\_\_

Staple/Nail Guns \_\_\_\_\_ Fire Extinguisher \_\_\_\_\_ Grinder \_\_\_\_\_

First Aid \_\_\_\_\_ CPR \_\_\_\_\_ EMT \_\_\_\_\_

Have you participated in Safety Committees at previous jobs? \_\_\_\_\_

**WORK EXPERIENCE**

Employer's Name	Employer's Address	Phone #	Dates Worked		Salary (upon Leaving)	Position	Reason for Leaving
			From	To			
Present or Last Position							
Second Last Position							
Third Last Position							
Fourth Last Position							

Please account for any time you were not employed in the last ten year. ( You need not list any unemployment of one month or less.)

Time Periods	Reason(s) for unemployment	Time Periods	Reason(s) for unemployment

IF YOU WERE UNABLE TO LIST ALL PAST JOBS OR PERIODS OF UNEMPLOYMENT ON THIS FORM, PLEASE ATTACH ADDITIONAL INFORMATION ON A BLANK SHEET OF PAPER.

**REFERENCES** List below three persons not related to you, whom you have known at least one year

Name	Address & Phone Number	Position	Years Acquainted

List any friends working for us:	Have you ever been convicted of a crime, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No (A conviction will not necessarily disqualify you for the job for which you are applying.) If yes, please explain.
List any relatives working for us:	

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and/or drug test before starting work. If employed, I also agree to submit to a medical examination and/or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Substance Abuse Policy and all Company Policies and rules.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies, and procedures. The Company retains the right to revise its policies or procedures, in whole or in part at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_