

TRUELINE WOODWORKS, INC.

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name: _____ Date: _____
First Last

Address: _____
Street City State Zip Code

Email: _____ Phone: _____

Are you eligible to work in the United States?

Yes No

Are you at least 18 years old or older? (If no, you may be required to provide authorization to work.)

Yes No

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

If yes, please provide company name and details: _____

Can you work any shift?

Yes No

Can you work overtime, including weekends?

Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accomodation?

Yes No

EMPLOYMENT DESIRED

Date you can start: _____

Hourly Rate/Salary Desired: _____

Postion Desired: _____

Are you currently employed?

If so, may we inquire of your present employer?

Yes No

Yes No

REFERRAL SOURCE

How did you hear about us? _____

Have you ever worked for this company before?

Yes No

If yes, please explain: _____

Do you know anyone that works for this company?

Yes No

If yes, who? _____

EDUCATION

High School:	
Name of School:	_____
Year Graduated:	_____
College:	
Name of School(s):	_____ Degree(s) Received: _____
Number of years attended:	_____ Subject(s) Studied: _____
Trade, Business, or Correspondence School:	
Name of School(s):	_____ Degree(s) Received: _____
Number of years attended:	_____ Subject(s) Studied: _____

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Job Title: _____	From: _____	To: _____
Company Name: _____	Employer Name: _____	
Employer Contact: _____	Address: _____	
Reason for leaving: _____		
Summarize the nature of work performed: _____		

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Employer Contact: _____	Address: _____	
Reason for leaving: _____		
Summarize the nature of work performed: _____		

Do you have any special skills, experience, and/or training that would enhance your ability to perform the position applied for? If yes, please explain:

Computer skills (please describe): _____

REFERENCES

Give the names of at least three persons - not related to you - whom you have known for at least three (3) years.

1

Name: _____	Address: _____
Phone: _____	Email: _____
Company: _____	Years Acquainted: _____

2

Name: _____	Address: _____
Phone: _____	Email: _____
Company: _____	Years Acquainted: _____

3

Name: _____	Address: _____
Phone: _____	Email: _____
Company: _____	Years Acquainted: _____

Please read carefully before signing.

Trueline Woodworks, Inc. is an equal opportunity employer. Trueline Woodworks, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Trueline Woodworks, Inc. to hire me. If I am hired, I understand that either Trueline Woodworks, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Trueline Woodworks, Inc. has the authority to make any assurance to the contrary

I attest with my signature below that I have given to Trueline Woodworks, Inc. true and complete information on this application. No requested information has been concealed. I authorize Trueline Woodworks, Inc. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____

Date: _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

