

Employment: Work Experience

Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

1. Employer _____ Telephone () _____

Street, City, State, Zip _____

Job Title _____

Describe duties / responsibilities / accomplishments: _____

Employed (month, year) From: _____ To: _____ Starting wage: _____ Ending wage: _____

Reason for leaving: _____

2. Employer _____ Telephone () _____

Street, City, State, Zip _____

Job Title _____

Describe duties / responsibilities / accomplishments: _____

Employed (month, year) From: _____ To: _____ Starting wage: _____ Ending wage: _____

Reason for leaving: _____

3. Employer _____ Telephone () _____

Street, City, State, Zip _____

Job Title _____

Describe duties / responsibilities / accomplishments: _____

Employed (month, year) From: _____ To: _____ Starting wage: _____ Ending wage: _____

Reason for leaving: _____

May we contact the listed employers above? Please indicate those you wish we SHOULD NOT contact.

DO NOT CONTACT: Employer's Name(s) _____

Reason(s) _____

Which job was your favorite and why? _____

Which job was your least favorite and why? _____

Personal References (Please, no relatives or family members)

Please provide names, addresses, phone numbers, relationships, and years known for three personal references.

Name _____ Years Known _____

Relationship _____ Phone _____

Street Address _____

City, State, Zip _____

Name _____ Years Known _____

Relationship _____ Phone _____

Street Address _____

City, State, Zip _____

Name _____ Years Known _____

Relationship _____ Phone _____

Street Address _____

City, State, Zip _____

Questions

Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our company. _____

What are your career goals? _____

Sell yourself – Tell us why we should hire you rather than another applicant. _____

How did you hear about Rich Maid Kabinetry? _____

Did a current employee of Rich Maid Kabinetry refer you? If yes, who? _____

Optional Information

Applicant is not required to fill out any questions in the section; it is totally optional. These questions will be used in determining certain job qualifications, such as whether or not the applicant can lift materials pertaining to certain jobs, and will in no way determine the outcome of a hiring/not hiring decision.

Height _____ Weight _____ Desired shift (if applicable) _____

Release

I certify that the above answers are true and complete to the best of my knowledge. I authorize Rich Maid Kabinetry to investigate any statement contained in the application and to obtain a credit report on me if necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, and discussions or interview may result in immediate termination. I understand also that I am required to abide by all rules, regulations and policies of Rich Maid Kabinetry.

Signature _____ Date _____

Personnel Use Only!!!

Date reviewed and by whom _____

Arrange Interview? Yes No Date Interviewed _____

Remarks _____

Neatness in Appearance _____

Physical Date _____

Result _____

MVR _____

Drug Test Date _____

Result _____

Personality Profile _____

Reference Checks

1. _____

2. _____

3. _____

Hired: Yes No Birth Date: _____ Sex: Male Female

Supervisor: _____ Department: _____

Salary / Wage: _____ Position: _____

Starting Date: _____ Approved by _____