



# EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

Candidate's Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home Telephone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-mail Address : \_\_\_\_\_ Best way to contact: (Circle) Home Phone | Cell Phone | Text | E-mail

Are you 18 years old or older? Yes [ ] No [ ] Are you legally authorized to work in the U.S.? Yes [ ] No [ ]

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? Yes [ ] No [ ]

Have you ever worked or attended school under another name? Yes [ ] No [ ] If so, under what name? \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? Yes [ ] No [ ] If yes, please provide to Amwood Homes, Windsor Building Systems and Advantage Homes details

## POSITION/AVAILABILITY

Position Sought: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Hourly/Salary Desired: \_\_\_\_\_ Total hours per week desired: \_\_\_\_\_

What type of employment are you seeking: Full-Time | Part-time | Short Term

Can you work any shift? Yes [ ] No [ ] Can you work overtime, including weekends? Yes [ ] No [ ]

Are you available to work: Weekends Yes [ ] No [ ] Holidays Yes [ ] No [ ] Nights Yes [ ] No [ ]

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? (Please ensure you have reviewed the Job Description) Yes [ ] No [ ]

## REFERRAL SOURCE

How did you hear about us? (Circle) Walk In | Advertisement | Referral | Other \_\_\_\_\_

Have you ever worked for this company before? Yes [ ] No [ ] If yes, when: \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_ Yes \_\_\_ No If yes, who? \_\_\_\_\_



## EMPLOYMENT APPLICATION

### EDUCATION

|                              | Name and Location | Graduated? Degree?        | Major/Subject of Study |
|------------------------------|-------------------|---------------------------|------------------------|
| <b>High School</b>           |                   | Yes [ ] No [ ]<br>Degree: |                        |
| <b>Technical School</b>      |                   | Yes [ ] No [ ]<br>Degree: |                        |
| <b>College or University</b> |                   | Yes [ ] No [ ]<br>Degree: |                        |
| <b>Postgraduate School</b>   |                   | Yes [ ] No [ ]<br>Degree: |                        |
| <b>Other Education</b>       |                   | Yes [ ] No [ ]<br>Degree: |                        |

Do you have any Licenses, Certifications or Credential(s) applicable to the position for which you have applied? Yes [ ] No [ ]

If Yes, please list all such credentials you possess including credential number and expiration date, if applicable:

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### 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.*

|                            |           |                                |  |
|----------------------------|-----------|--------------------------------|--|
| Employer:                  |           | Address:                       |  |
| From to                    | Position: | Reason for leaving:            |  |
| Supervisor's Name & Title: |           | May we contact? Yes [ ] No [ ] |  |
| Description of Duties:     |           |                                |  |
| Employer:                  |           | Address:                       |  |
| From to                    | Position: | Reason for leaving:            |  |
| Supervisor's Name & Title: |           | May we contact? Yes [ ] No [ ] |  |
| Description of Duties:     |           |                                |  |

### REFERENCES

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

| Name | Address, Phone, Email | Company | Years Acquainted |
|------|-----------------------|---------|------------------|
| 1    |                       |         |                  |
| 2    |                       |         |                  |
| 3    |                       |         |                  |



## **EMPLOYMENT APPLICATION**

### **ACKNOWLEDGEMENT AND AUTHORIZATION**

Amwood Homes, Windsor Building Systems and Advantage Homes are an equal opportunity employer. Amwood Homes, Windsor Building Systems and Advantage Homes 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 Amwood Homes, Windsor Building Systems and Advantage Homes to hire me. If I am hired, I understand that either Amwood Homes, Windsor Building Systems or Advantage Homes 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 Amwood Homes, Windsor Building Systems and Advantage Homes has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Amwood Homes, Windsor Building Systems and Advantage Homes true and complete information on this application. No requested information has been concealed. I authorize Amwood Homes, Windsor Building Systems and Advantage Homes 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.

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Candidate's Signature

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Date

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