



APPLICATION FOR EMPLOYMENT

Joseph A. Interiors is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact Human Resources if you need an accommodation to participate in the application process.

POSITION APPLIED FOR: _____ Date Available to Start: _____
Type of Employment Desired: Full Time _____ Part Time _____ Shift Preference: 1st _____ 2nd _____ Either _____
Wage Desired: \$ _____ How Did You Hear About This Position: _____

PERSONAL DATA

Full Name _____
Address _____
Street Address City State Zip
Daytime Phone at Which You Can Be Reached: _____ Evening Phone at Which You Can Be Reached: _____
() ()
Area Code Area Code

GENERAL INFORMATION

1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. Provide your name at that time, if different from present name. ___ Yes ___ No
2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and provide your name while employed, if different from present name. ___ Yes ___ No
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain: ___ Yes ___ No
4. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain: ___ Yes ___ No
5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: ___ Yes ___ No
6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain: ___ Yes ___ No

7. Have you been convicted of a crime or offense, or released from prison in the past 10 years?
Please Note: A “yes” answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain: Yes No

8. Are you charged with an unresolved criminal charge (have you been charged with a crime or offense that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain: Yes No

9. Do you have a valid driver’s license? Yes No

DO NOT ANSWER QUESTIONS 10 OR 11 IF A JOB DESCRIPTION IS NOT ATTACHED!

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? Yes No

11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

EDUCATIONAL DATA

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? YES or NO	MAJOR COURSE OF STUDY
HIGH SCHOOL				
TECHNICAL, VOCATIONAL, BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

REFERENCES - Please provide information on 3 people not related to you, whom you have known at least 2 years.

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>YEARS KNOWN</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a production worker may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

*** IMPORTANT ***

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

_____ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Joseph A. Interiors if discovered at a later date. I agree to immediately notify Joseph A. Interiors if I should be convicted of a felony, or any crime/offense involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Joseph A. Interiors in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Joseph A. Interiors.

_____ I understand that if employed and my employment is terminated by Joseph A. Interiors for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

_____ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President is authorized to change any of the terms of employment and that any changes must be specific and in writing.

My signature below certifies that I have read the above and seek employment under these conditions.

Signed: _____ Date _____