

Advanced Door Systems, Inc. Application for Employment

Equal Opportunity Employer

Position Desired: _____ Date you can start work: _____

Salary or Hourly Wage Desired: _____

Name: _____ Social Security Number: _____

Address: _____ Phone: _____

Emergency Contact: _____ Contact Phone: _____

Have you ever been convicted of a felony or a misdemeanor? _____

EMPLOYMENT HISTORY

*Please note that all employers listed will be contacted unless you indicate differently. If you do not want a previous employer contacted please state why.

Present or most recent employer: _____ Phone: _____

Address: _____ Supervisor: _____

Date Hired: _____ Date of Termination: _____ Wage or Salary: _____

Description of Duties: _____

Reason for Leaving: _____

Previous employer: _____ Phone: _____

Address: _____ Supervisor: _____

Date Hired: _____ Date of Termination: _____ Wage or Salary: _____

Description of Duties: _____

Reason for Leaving: _____

Previous employer: _____ Phone: _____

Address: _____ Supervisor: _____

Date Hired: _____ Date of Termination: _____ Wage or Salary: _____

Description of Duties: _____

Reason for Leaving: _____

EDUCATION

High School: _____ Address: _____
Did you graduate: () Yes () No Course of Study: _____

College: _____ Address: _____
Did you graduate: () Yes () No Course of Study: _____

Trade School: _____ Address: _____
Did you graduate: () Yes () No Course of Study: _____

REFERENCES

	<u>Name</u>	<u>Occupation</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

RELEASE – I hereby certify that the answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I hereby authorize my former employers, educational institutions, and references to provide any and all information they may have regarding me and I hold them harmless for any real or perceived damage that information may cause me. If, upon investigation, anything contained in this application is found to be untrue, I understand that I may be subject to immediate dismissal.

ALCOHOL AND DRUG POLICY – I hereby certify that I am aware that this prospective employer maintains an alcohol and drug-free workplace and that if offered a position with this employer, I may be required to take a pre-employment alcohol and drug test. I am also aware that on a random basis, I may be required to submit to alcohol and drug testing and that it is the policy of this employer to test all employees involved in an on-the-job accident for the presence of alcohol and drugs. By signature of the Employment Application, I affirm my consent to be tested for alcohol and drug use as described above.

NON-DISCRIMINATION – I hereby certify my acknowledgement that Advanced Door Systems, Inc. does not discriminate based on color, race, religion, national origin, handicap, sexual orientation, age, or gender or any other category protected by law in any of its personnel decisions or policies.

AT-WILL – I hereby certify that I understand that regardless of any statement in this application or any other publication (or statement) issued by Advanced Door Systems, Inc., I have the right to terminate my employment, with or without reason and with or without notice (“At-will”). Advanced Door Systems, Inc. has the same right to terminate my employment, with or without reason and with or without notice (“At-will”).

BENEFITS – Advanced Door Systems, Inc. offers all full-time employees health and dental insurance after 90 days of employment. A 401K plan is also offered to all employees immediately after employment.

Applicant Signature: _____ **Date:** _____