

APPLICATION FOR EMPLOYMENT



5691 Corson Ave S. # 100, Seattle, WA 98108-2611

206.782.1011 – FAX 206.782.1190

Windows Doors & More is an equal opportunity employer. This means we will provide equal employment opportunities without regard to race, color, religion, national origin, age, sex, marital status, physical or mental disability, or any other factor prohibited by law. Applicants requiring reasonable accommodation to the application and/or interview process should notify the hiring representative.

OPEN POSITION		APPLICATION DATE	
NAME			
	FIRST	MID INITIAL	LAST
PRESENT ADDRESS			
	CITY	STATE	ZIP
TELEPHONE #		CELL/OTHER PHONE #	
SOCIAL SECURITY #		E-MAIL ADDRESS	
DESIRED SALARY		ARE YOU 18 OR OVER?	
REFERRED BY		DATE AVAILABLE FOR WORK	
TYPE OF EMPLOYMENT DESIRED			
	FULL-TIME	PART-TIME	OTHER

PLEASE ANSWER THE FOLLOWING QUESTIONS – CIRCLE YES OR NO

Have you ever been employed by Windows, Doors and More before? If yes, give dates and positions below. Yes No
Explanation:

Have you applied here previously? If so, when? Yes No
Are you legally eligible for employment in this country? Yes No

Have you been convicted of an offense against civil or military law or released from a prison or other detention facility in the past 7 years? (Omit offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a youth offender law.) If yes, please provide date(s) and details below. Note-a conviction will not necessarily bar you from employment. Yes No
Explanation:

Based on what you have been told or read, are you able to perform the essential functions of this job? Yes No

EDUCATION

SCHOOL	DID YOU GRADUATE	DATE	DEGREE (IF APPLICABLE)
High School			
College			

Please use space below to describe continuing education, trade school activity, special designations or other special training/education that may be pertinent to the role you are applying for.

SKILLS AND QUALIFICATIONS

Summarize any special skills and qualifications, licenses, extracurricular activities or experience that you feel we should know.

EMPLOYMENT HISTORY

Please list your former employers within the last 10 years. Begin with most recent.

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES ____ NO ____

Dates of Employment	Position	Employer Name & Address Telephone#	Supervisor Name & Title	Reason for Leaving

Does your present employer know you are considering leaving?

Yes No

Are there any previous employers who might not rehire you? If yes, please explain.

Yes No

Explanation:

Do you have any commitments to another employer that might affect your work with us? If yes, please explain

Yes No

Explanation:

REFERENCES

NAME	HOW LONG KNOWN	BEST NUMBER TO CALL	PERSONAL or PROFESSIONAL

APPLICANT STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to disqualify me from further consideration for employment with Windows Doors & More (WDM) and may be considered justification for immediate discharge from the company whenever discovered.

I authorize, WDM, the employer, its employees and representatives acting on its behalf to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I authorize persons, schools, current and previous employers and organizations to provide information that may be required to arrive at an employment related decision. I hereby release all parties from liability for any damages that may result from furnishing same information to WDM.

I understand that the final offer of employment is conditional upon the satisfactory completion of a pre-employment drug test, criminal and credit background check. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that in compliance with federal immigration laws I will complete an I-9 form.

If I am hired, I understand that employment with WDM is "At-Will". This means that my employment may be terminated at any time, with or without cause and without prior notice. I understand that no one at WDM has the authority to make an exception to this "at-will" rule, except in an individually written employment contract signed by the President. This application does not constitute an agreement or contract for employment for any specific time.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I have read, fully understood and accept the above Applicant Statement.

Applicant Signature: _____

Date: _____

