



MidwestHARDWOOD CORPORATION

APPLICATION FOR EMPLOYMENT

Division

Equal access to programs, services and employment is available to all persons. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, or any other status or condition protected by local, state or federal law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department or the Hiring Manager.

Position(s) applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____
Name of source (if applicable) _____

Name _____
LAST FIRST MIDDLE

Address _____ Social Security # _____
STREET CITY STATE ZIP

Telephone # () _____ Mobile/Pager/Other Phone# () _____ E-mail Address _____

If necessary, best time to call you at home is _____ : _____ AM
PM
May we contact you at work? Yes No

If yes, work number and best time to call.....() _____ : _____ AM
PM
If no, please explain _____

Have you submitted an application here before? Yes No
If yes, give date(s) and position(s) _____ / /

Have you ever been employed here before? Yes No
If yes, give dates From ____/____/____ To ____/____/____

Are you currently employed? Yes No
May we contact your present employer? Yes No
Are you legally eligible for employment in this country? (proof of citizenship or immigration status will be required upon employment) Yes No

Date available for work..... ____/____/____ What is your desired salary range? \$ _____
Are you currently on layoff status and subject to recall? Yes No

Type of employment desired Full-Time Part-Time Temporary Seasonal Internship
Shift desired 1st Shift 2nd Shift

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No
Are you able to meet the attendance requirements of the position? Yes No
Will you work overtime if required? Yes No

If no, please explain _____
Have you ever been bonded? Yes No
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) Yes No

If yes, please provide date(s) and details _____
Do you have a dependable means of transportation to and from work? Yes No
If the position requires driving, do you have a valid driver's license? Yes No

Driver's license number if the position requires driving _____ State _____
If not, explain _____

(A review of driving record(s) may occur prior to employment and periodically during employment.)

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, military service, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below. You may exclude organizations which indicate race, color, religion, gender, national origin or any other protected status.

EMPLOYER	TELEPHONE# ()	DATES EMPLOYED FROM TO		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
ADDRESS					
STARTING JOB TITLE/FINAL JOB TITLE					
IMMEDIATE SUPERVISOR AND TITLE					
REASON FOR LEAVING					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER					
<table border="1"> <tr> <td>\$</td> <td>PER</td> </tr> </table>					\$
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COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study (if applicable). F. Minor field of study (if applicable).

A.	SCHOOL NAME CITY & STATE	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

REFERENCES

List name and telephone number of three business/work references who are *not* related to you. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc. or any other additional information you would like us to consider. EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES OR ANY OTHER SIMILARLY PROTECTED STATUS.

APPLICANT STATEMENT

I certify that all information I have provided herein is true, complete and correct. 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 (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents 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 hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an authorized official of this organization.

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 federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____ / _____ / _____