

APPLICATION FOR EMPLOYMENT
DECK & DOOR COMPANY, INC.

Notice: Deck & Door requires that applicants present themselves in person at the Deck and Door office, with this application (Application For Employment) form filled out prior to your interview. Deck & Door will not accept photocopied, mailed, or third-party applications or unsolicited employment referrals from any source, with the exception of this form emailed (Application For Employment).

Deck & Door is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, creed, religion, age, sex, sexual orientation, national origin, ancestry, marital status, disability (handicap) – including disability related to pregnancy or childbirth, status regarding public assistance, membership or non-membership in any labor organization, or any other characteristic protected under federal, state or local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, illegal preferences, or discrimination based upon non-job-related information or protected characteristics.

Deck & Door accepts applications only when it is hiring and considers only current applications when making hiring decisions. Applications are considered “current” for sixty (60) days after the date submitted.

All applicants should read and understand Deck & Door’s Application Policy and Hiring Criteria that are included in the application packet. (found at <http://www.deckanddoor.com/handbook/PolicyHiringCriteria06-02.html>)

Answer ALL Questions Completely X Please Print X Be Sure to Complete All Applicable Pages! Failure to provide complete and accurate responses to all questions, without material omission, will disqualify you from consideration for employment with Deck & Door.

Extraneous or otherwise unsolicited information provided on the Application will disqualify the applicant from consideration for employment.

Position Applied For: _____ Date of Application: _____

Name _____

_____ First Middle Last
Have you ever been known by another name or by an alias? Yes No If yes, what? _____

Present Address _____

Permanent Address _____

Home Phone No. _____ Other phone at which you can be reached (Present Work): _____

If hired, can you furnish proof that you are 18 years of age or older? Yes No If no, explain: _____

If hired, can you furnish proof that you are eligible to work in the United States? Yes No If no, explain: _____

Have you applied for or worked for Deck & Door before? Yes No Where and When? _____

Are you available to work at any time of the day or week as needed? Yes No If not, please explain limitations: _____

Date You Can Start _____ Desired Wage or Salary \$ _____ (you must include a specific desired salary. Failure to do so may result in your application being disqualified from consideration).

Have you ever been convicted of a crime? (minor traffic violations may be omitted.) Yes No If yes, provide the date, location & circumstances and identify the offense(s) and jurisdiction(s): _____

If you wish to be considered for positions that require driving, please answer these questions:

Do you have a current, valid and unrestricted driver’s license? Yes No Driver’s License No. _____

Have you received DWI, DUI or unsafe driving violations within the last two years? Yes No

Do you have a current valid and unrestricted commercial driver’s license? Yes No CDL No. _____

Please provide education information if you wish to be considered now or in the future for a supervisory or office position:

Education	Name and Location of School	No. of Years	Did you Graduate?	Major
High School				
College				
Trade				
Other				

Have you served in the Military? _____ If Yes, which Branch? _____ Rank _____

Describe any other training or apprenticeship programs you consider relevant to the position for which you are applying: _____

Have you ever worked in a position similar to the one for which you are applying? _____

If experienced in using tools or equipment which might be helpful on this job, or if you hold a state journeyman or any relating licenses, certificates or competency cards, please provide details, including the state or city involved and any license or other numbers: _____

Where have you gained this experience? _____

Are you acquainted with anyone who is or was employed by Deck & Door? Yes No Who? _____

WORK HISTORY List employers during last ten years. If more space is needed, ask receptionist for additional page.

EMPLOYER NAME, ADDRESS & TELEPHONE	POSITION & FINAL PAY RATE	SUPERVISOR'S NAME & TITLE	DATES OF EMPLOYMENT
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____

List all Periods of Unemployment Since You Finished School.	From: _____	To: _____
How did you spend this time? (Use a separate page if necessary.)	From: _____	To: _____

Have you ever been discharged, released or laid off by an employer? Yes No If yes, please explain: _____

May we contact the employers listed above? Yes No If no, please explain: _____

Are you on layoff status and eligible for recall or subject to referral for hire by a hiring hall or employment service? Yes No

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

INDIVIDUAL'S NAME	PHONE	COMPLETE ADDRESS	TYPE OF BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				
4.				

Deck & Door requires that its employees be free of competing or conflicting employment and available for work, including overtime and weekend work when necessary, throughout their home state and beyond as work requires. Are you prepared to work, including overtime, weekend work and overnight stays on occasion, whenever and wherever Deck & Door may assign you? Yes No

If no, please explain: _____

Do you plan to work for any other employer or engage in self-employment during your period of employment with Deck & Door?

Yes No If yes, please explain: _____

Are there any employer policies, requirements or terms or conditions of employment that you are unwilling to accept if you are offered employment?

Yes No If yes, please explain: _____

Have you ever worked in construction at any time not listed above: Yes No

If yes, give details: _____

You will be asked to submit to a pre-employment drug and/or alcohol test. If you are made a conditional offer of employment and must reimburse Deck & Door for the cost if you pass, but do not accept employment or quit within 30 days. Are you willing to do so?

Yes No

Deck & Door maintains employment policies and procedures including (but not limited to) anti- harassment and equal employment opportunity policies, rules requiring that employees perform all assigned work and mandatory overtime, an at-will employment policy, rules governing solicitation and distribution policies, and policies requiring that employees observe all standards of conduct and work rules of Deck & Door. Certain employees may also be subject to non-competition and confidentiality requirements.

Do you agree, if hired, to comply with these and all other current or subsequently adopted Deck & Door policies and requirements?

Yes No

ACKNOWLEDGMENT: PLEASE READ AND SIGN (if you agree)

By my signature below, I promise the information provided in this employment application (and in any related documentation or interview) is true and complete. I understand that any false or misleading information may disqualify me from further consideration for employment and may lead to my dismissal from employment if discovered at a later date. I agree to immediately notify Deck & Door if I should be convicted or plead guilty to any crime while my job application is pending, or during my period of employment if hired by Deck & Door.

I authorize any person, school, organization, current employer (except as previously noted), or prior employer named in this application form (or related documentation or interview) to provide Deck & Door with any information and opinion requested by Deck & Door in connection with my application, and I release such persons, employers, and organizations from any legal liability in making such statements.

If hired, I understand that I will be employed on an at-will basis. As an at-will employee, I may terminate my employment at any time, for any reason, without notice. Similarly, if I am hired, Deck & Door will have the right to terminate my employment at any time, for any reason, without prior notice. I understand that no Deck & Door supervisor or manager has the authority to offer or promise anything other than at-will employment, and no subsequent transfer, promotion or change in my employment will affect my at-will employment status.

I understand that, if hired, I am obligated to comply with any and all current and subsequently adopted Deck & Door policies and/or procedures.

I UNDERSTAND THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT.

Applicant's Signature _____

Date _____