



APPLICATION FOR EMPLOYMENT

Position Applying for: _____

Date Available to Start: _____ Salary or Hourly Wage Desired: _____

Name: _____

Current Address: _____

Telephone # _____ Email Address: _____

Do you have any relatives employed at Edwards Interiors? _____ YES _____ NO

EMPLOYMENT HISTORY:

Present or Most Recent Employer: _____

Address: _____ Phone # _____

Supervisor: _____ Wage / Salary: _____

Date Hired: _____ Date of Termination: _____

Description of Duties: _____

Reason for Leaving: _____

Prior Employer: _____

Address: _____ Phone # _____

Supervisor: _____ Wage / Salary: _____

Date Hired: _____ Date of Termination: _____

Description of Duties: _____

Reason for Leaving: _____

Prior Employer: _____

Address: _____ Phone # _____

Supervisor: _____ Wage / Salary: _____

Date Hired: _____ Date of Termination: _____

Description of Duties: _____

Reason for Leaving: _____

REFERENCES:

	Name	Occupation	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____



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: _____

Skills, Qualifications, License, Training, Awards: _____

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 will be required to take an Alcohol and Drug Test and, from time to time, on a random basis, 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 or drugs. By signature of this Employment Application, I affirm my consent to be tested for alcohol and drug use as described above.

Applicant Signature: _____ Date: _____

Company Use Only

Applicant Interviewed By: _____

Date of Interview: _____

Hired: YES NO Start Date: _____ Pay Rate: _____ Per Hour

Position: _____ Department: _____