



Application for Employment

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, sex, religion, national or ethnic origin, disability, age, or marital status.

PLEASE TYPE OR PRINT. All questions must be answered and Application signed. Any Application that does not provide requested information below will be automatically rejected.

PERSONAL INFORMATION: (PLEASE PRINT CLEARLY)

Position(s) Applying For:	1 st Shift <input type="checkbox"/>	2 nd Shift <input type="checkbox"/>	Date of Application:
Date Available for Work:			Desired Wage:
Legal Name (Last, First, Middle):	Former Names (Last, First, Middle)		
Street Address:	City, State, Zip:		
Home Phone:	Cell Phone:	Best time to call you:	
Have you worked for Woodport Doors before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of prior employment:		
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or immigration status will be required upon employment)</i>	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of employment desired: (Check all that apply)	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporarily
Are you able to work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to meet the attendance requirements of the position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of / or plead guilty to a crime (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
If selected for employment are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you learn about this employment opportunity? Check all that apply: <input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Walk-in <input type="checkbox"/> Job Center <input type="checkbox"/> Referral by Employee (Name: _____) <input type="checkbox"/> Other:			

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE:

Please detail your entire work history. **Begin with your current or most recent employer.** Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE NOTE:** WOODPORT DOORS reserves the right to contact all current and former employers for reference information.

Dates Employed (Most recent position): From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:			
May we contact for reference or verification? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Summarize the nature of the work performed and job responsibilities:		Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation <input type="checkbox"/> Explain:	
Dates Employed: From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:			
May we contact for reference or verification? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Summarize the nature of the work performed and job responsibilities:		Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation <input type="checkbox"/> Explain:	
Dates Employed (most recent position): From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:			
May we contact for reference or verification? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Summarize the nature of the work performed and job responsibilities:		Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation <input type="checkbox"/> Explain:	

Employment Application Disclaimer and Acknowledgement

PLEASE READ CAREFULLY, INTIAL AND SIGN THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS AND CONDITIONS PRESENTED BELOW.

I certify that the information on this application and its supporting documents is accurate and complete to the best of my knowledge. Any misrepresentation or falsification of information will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date. _____
(Initial here)

I hereby authorize all previous or current employers listed on my application to disclose to Woodport Doors; all information concerning my previous employment, or any other information necessary to determine my eligibility for employment. This includes all information regarding my service, character, conduct and attendance while in their employ. Former or current employers; are hereby released from any and all liability that may result from furnishing such information to Woodport Doors. I authorize you to request and receive such information. _____(Initial here)

I understand that, if employed, my employment is not guaranteed for any definite term, and that no representative of the company has any authority to enter into any agreement for employment for any specified period of time. This application does not bind either party, and the statements contained herein do not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time. My employment may be terminated by the Employer or myself at any time and for any reason with or without notice. _____ (Initial here)

As an applicant of Woodport Doors; I hereby acknowledge that the Company's policy requires me to submit to drug testing. I am consenting to a drug test as a condition for my employment, and consent for disclosure of results to Woodport Doors. I understand that a positive drug screening will disqualify me for further employment consideration. Candidates who refuse to submit to a drug test or who fail to show up for a drug test within 48 hours of an offer of employment will no longer be considered for employment, and any offer of employment will be rescinded. _____(Initial here)

I give Woodport Doors and /or its agents the right to investigate any and all statements contained on this application for the purpose of employment and retention of employment. I hereby release from liability and hold harmless Woodport Doors, it's representatives, all persons and organizations / companies for furnishing such information. _____ (Initial here)

This Application will remain on active file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file. If I am not hired or have heard from this Employer within 60 days, this Application is no longer active and I will need to reapply for employment if I wish to be considered for a job with Woodport Doors.

Applicant Name (Printed): _____ Date: ____/____/____

Applicant Name (Signature): _____ Date: ____/____/____

Woodport Doors, an Equal Opportunity Employer, will consider for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, in accordance with all applicable federal, state, provincial and municipal laws.

