



# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking:  Full-time  Part-time  Temporary employment? When could you start work? \_\_\_\_\_

Shift Availability (**check all that apply**):  08 hour shift  01<sup>st</sup>  02<sup>nd</sup>  03<sup>rd</sup>  Overtime  OWeekends

012 hour shift  ODay Shift  ONight Shift  OOvertime  OWeekends

How did you hear about us?  ONewspaper Ad  OInternet Posting  OAgency  O[www.trustile.com](http://www.trustile.com)

OEmployee Referral \_\_\_\_\_  OOther: \_\_\_\_\_

## GENERAL

\_\_\_\_\_  
Last Name, First Name, Middle Name Telephone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Present Street Address City State Zip Code

Are you 18 years of age or older?..... Yes  No Email address \_\_\_\_\_  
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the United States.

If hired, will you require employer sponsorship now or in the future in order to be authorized to work for us under U.S. law?"  Yes  No

Have you ever applied here before?  Yes  No If yes, when? \_\_\_\_\_ Were you ever employed here?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.).....  Yes  No

If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job?.....  Yes  No If yes, give details \_\_\_\_\_

# E DUCATION

School	Name & Location of School	Course of Study	Years Completed	Did you Graduate?	Degree/Diploma/Certificate
High School or GED				OYes ONo	
College or University				OYes ONo	
Business/Vocational or Technical				OYes ONo	

# SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying?

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What machines or equipment can you operate that are related to the job for which you are applying?

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**For Driving Jobs Only:**

Do you have a valid driver's license?..... OYes ONo

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years?..... OYes ONo

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

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# WORK HISTORY

List names of full-time and part-time employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Please use additional paper if necessary.

**Note: A job offer may be contingent upon acceptable references from current and former employers.**

<p>_____ Employer Name</p> <p>_____ Address, City, State, Zip</p> <p>_____ Telephone</p> <p>_____ Position/Title</p> <p>_____ Supervisor(s) Name(s)</p>	<p style="text-align: center;">Employed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">From(mo/yr)</th> <th style="width: 50%;">To (mo/yr)</th> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table> <p style="text-align: center;">Pay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Start</th> <th style="width: 50%;">Final</th> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table> <p>Reason for Leaving:</p>	From(mo/yr)	To (mo/yr)			Start	Final	\$	\$	<p>Duties:</p>
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Start	Final									
\$	\$									

# REFERENCES

Have you worked or attended school under any other names?..... Yes No

If yes, give names: \_\_\_\_\_

Are you presently employed?..... Yes No

If yes, can we contact your employer? Yes No

Whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign?..... Yes No

If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Relationship	Address	Phone Number

## AFFIDAVIT, CONSENT AND RELEASE

### PLEASE READ EACH STATEMENT CAREFULLY AND INITIAL BEFORE SIGNING

\_\_\_\_\_ I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

\_\_\_\_\_ I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

\_\_\_\_\_ I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

\_\_\_\_\_ If a dispute arises out of your employment, including compensation, promotion, demotion, discipline, discharge or terms and conditions of employment, and if said dispute cannot be resolved through direct discussions, the parties agree to settle the dispute by binding arbitration before the American Arbitration Association ("AAA), Center for Public Resources ("CPR), Judicial Arbitration and Mediation Services ("JAMS"), or the President of the State Bar Association of the State (or his/her designee) where the arbitration shall be held. The arbitration shall proceed in accordance with the Employment Dispute Resolution Rules of the American Arbitration Association in effect on the date of this Agreement, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Disputes subject to binding arbitration pursuant to this section include all tort and contract claims as well as claims brought under all applicable federal, state or local statutes, laws, regulations or ordinances, including but not limited to, Title VII of the Civil Rights Act of 1964, as amended; the Family and Medical Leave Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Age Discrimination in Employment Act, as amended; the Equal Pay Act; the Civil Rights of 1866, as amended; and the Employee Retirement Income Security Act of 1974. Disputes subject to binding arbitration pursuant to this section also include claims against the Company's

parent and subsidiaries, and affiliated and successor companies , and claims against the Company that include claims against the Company's agents and employees, in their capacity as such and otherwise. Each party shall pay for his/her/its own fees and expenses of arbitration except that the cost of the arbitrator and any filing fee in federal court shall be paid by the Company; provided, however, that all reasonable costs and fees necessarily incurred by any party are subject to reimbursement from the other party at the discretion of the arbitrator in his/her award. This arbitration provision is enforceable so long as it is not expressly contradicted or proscribed by the laws of the state in which enforcement is sought or where expressly prohibited by federal contract. This clause is intended to apply only to causes of action, which might be brought by you or someone acting on your behalf in court of law. It does not and is not intended to prevent you from filing claims for workers' compensation or unemployment compensation, nor is it intended to prevent you from filing charges or complaints with the National Labor Relations Board, the Federal Equal Employment Opportunity Commission, the Federal Occupation Safety & Health Administration, or other federal, state or local administrative agencies having similar responsibilities. Furthermore, nothing in this arbitration provision requires an arbitration of any claim, which is listed in 48 C.F.R. Section 222.7402(a) at the time such a claim is asserted. If any portion of this arbitration provision is found to be unenforceable for any reason, the reviewing court or arbitrator shall amend it to the minimum extent needed for it to be enforceable and shall enforce it as amended. If any such portion cannot be amended, such portion shall be disregarded and the remaining parts of this arbitration provision shall be enforced. Nothing in this clause shall be interpreted in a manner, which limits your rights under the National Labor Relations Act. Acceptance of the terms and conditions of this Arbitration section is a condition precedent to your employment with TruStile Doors.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This application for employment will remain active for 60 days. Ask the organization's representative for details.*

### **INVITATION TO SELF –IDENTIFY FOR PURPOSES OF THE EEO-1 FORM**

TruStile Doors, LLC is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

#### **Sex**

- Male
- Female

#### **Ethnicity**

- Hispanic or Latino--A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino

#### **Race**

- White--A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American--A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander--A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian--a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native--A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races--All persons who identify with more than one of the above five races.

### **INVITATION TO SELF –IDENTIFY FOR VETS-100A STATUS**

TruStile Doors, LLC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed above.
- I am not a protected veteran.