

The Wallwork Group

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

(Please Print or Type. Complete all Sections)

PERSONAL

Name _____ Social Security # _____
First Initial Last

Address _____
Street City State Zip

Home Phone(_____) _____ Cell Phone(_____) _____
Area Code Area Code

Citizenship Status U.S. Permanent Resident Alien Other _____

(Proof of Citizenship or Immigration Status will be Required Prior to Employment)

Are you at least 18 years old? Yes No If not, state your age for child labor purposes only: _____

Are there any days, shifts or hours you will not work? _____ If yes, please explain: _____

Are you available for out of town work? _____ If yes, please explain: _____

When will you able to start work? _____

Have you taken any illegal drugs in the last 30 days? _____

How did you learn of our company? _____

EMPLOYMENT INFORMATION

Employment Desired: Full Time Part Time Temporary Summer

Position Desired _____ Salary Requirements _____

Geographic Preference _____ Are You Employed Now? Yes No

EDUCATION

Level	Institution	Years Completed	Major or Specialization	Graduated		Degree
				Yes	No	
High School						
College/ University						
Advanced Degree						
Commercial or Technical						

DRIVING RECORD (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid driver's license? Yes No State _____ License No.: _____

Have you had any tickets? Yes No If yes, please explain: _____

Has your license ever been suspended or revoked? Yes No If yes, please explain: _____

Do you have any DUI or DWI convictions? yes No If yes, please state when you were convicted and explain: _____

MILITARY SERVICE

Veteran of U.S. Military Service? Yes No If Yes, Branch _____
 Type of Discharge _____ Member of Reserves? Yes No If Yes, Branch _____

EMPLOYMENT EXPERIENCE (List Chronologically, Beginning with Present Employment)

Current Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Current Salary
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

SPECIAL SKILLS & QUALIFICATIONS

List any special skills and qualifications you have acquired from employment or other experience _____

List Microsoft software proficiency (ex: Word, Excel) _____

List any warehouse skills (ex: forklift operator, Basiloid operator) _____

MISCELLANEOUS

Have you ever filed an application here before? Yes No If Yes, date _____

Have you ever worked here before? Yes No If yes, when _____

Department/Branch _____ Position _____

Reason for Leaving _____

Have you ever worked for us under another name? Yes No Name _____

Are any of your relatives (including in-laws) presently employed with us?

Yes No Name _____ Relationship _____

Work Location _____

Have you ever been convicted of a felony within the last seven years? Yes No

If yes, Date _____ Place _____

Charge _____ Disposition _____

Is there anything that would prevent you from employment consideration with us? Yes No

If yes, details _____

Have you ever been discharged or asked to resign from a position? Yes No

If yes, details _____

Why do you desire to make a job change? _____

Are you able to perform the essential job functions of the position you are applying for? Yes No

Do you require any special accommodation? Yes No If yes, explain _____

APPLICANT STATEMENT

I certify that the information I've provide herein is true and complete, and I realize that misrepresentation or omissions will disqualify me from employment consideration or may be cause for my discharge. I affirm that I have a genuine intent in employment with The Wallwork Group and no other purposes in applying for a job with the Company. I further understand that any derogatory information discovered may prevent my being hired or, if hired, may subject me to immediate discharge.

I authorize The Wallwork Group to investigate or have an agency investigate all statements contained in this application and/or resume submitted, including information pertaining to my personal history, education, criminal conviction record, and financial/credit record. I also authorize all of my current and/or previous employers, references, credit reporting agencies/bureaus, educational institutions, and any other person(s), institutions, or agencies contacted by The Wallwork Group to provide all records and information as requested by The Wallwork Group either prior to, during, or after my employment, and I release all parties, including The Wallwork Group, from any and all liabilities arising from such disclosures.

I agree not to publish or disclose to anyone outside the Company, or use in anything other than the Company's business, any trade secrets or confidential, technical, or business information or material from the Company, either prior to, during, or after employment with the Company, except with the Company's written permission.

In consideration of my employment, I agree to conform to and abide by the rules, regulations, and procedures of The Wallwork Group. I understand that my employment benefits and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that no employee, representative, or agent of The Wallwork Group has the authority to enter into any oral or written agreement for employment for any period of time or to make or imply any agreement contrary to the foregoing. I further understand that his document, any employment interviews, or any offer of employment does not constitute an employment contract, and that any employment with The Wallwork Group is strictly on an at-will basis.

If employed by The Wallwork Group, I understand that I will receive a copy of The Wallwork Group Employee Handbook, which outlines the Company benefits policies and procedures, as well as my employment responsibilities. I understand that it is my responsibility to read, know, and follow all policies contained within the Handbook. I also understand that the information contained within the Handbook is subject to change as situations warrant, and the Company has the right to amend this information unilaterally, with or without prior notice. I also understand changes in the policies may supersede, modify, or eliminate the policies contained in the Handbook, in any way whatsoever, without prior notice.

If my employment with The Wallwork Group is terminated, I understand and agree that the Company has no liability for wages or benefits except such as may have been earned up to the date of such termination. I understand that the Company can change wages, benefits, and conditions of employment at any time without prior notification.

I understand and agree that any offer of employment by The Wallwork Group to me is contingent on my ability to perform the essential job functions of the position which may be offered. I further understand and agree that if I am unable to perform such job functions with reasonable accommodation that such offer of employment may be revoked or rescinded by The Wallwork Group at any time with or without notice.

I understand and agree to all parameters as outlined in the above statement as attested by my signature below. I also certify that I am willing to have a photocopy or facsimile of this authorization with the same authority as outlined.

Applicant Signature _____ **Date** _____