**Application for Employment**

**Application Information**

Last Name First MI Today’s Date

Street Address Apt. #/Unit

City State Zip

Phone E-mail address

Date Available Social Security No. Desired Salary

 Are you 18 years or older? Yes No Are you legally eligible to work in the U.S.? Yes No

Have you ever worked for Quality Exteriors? Yes No If yes, when?

**Education**

High School Address

From To Did you graduate? Yes No Degree

Trade or Correspondence School Address

From To Did you graduate? Yes No Degree

College Address

From To Did you graduate? Yes No Degree

**Employment History**

1. Company From To

 Address Phone #

 Supervisor Responsibilities

 May we contact them? Yes No

2. Company From To

 Address Phone #

 Supervisor Responsibilities

May we contact them? Yes No

3. Company From To

 Address Phone #

 Supervisor Responsibilities

May we contact them? Yes No

**Reference** (please provide at least one business reference from a current or previous employer)

1. Company Name

 Name of Contact

 Relationship Phone #

2. Business

 Name of Contact

 Relationship Phone #

3. Company Name

 Name of Contact

 Relationship Phone #

**General**

Special Skills

Hobbies & Activities (excluding the name of organizations)

U.S. Military Service Rank Member of the Guards or Reserves Yes No

**Emergency Information**

In case of emergency notify Phone #

**Disclaimer**

I certify that all the information contained in this application is true and complete to the best of my knowledge. I understand that to falsify or misrepresent information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

In consideration for my employment, I agree to abide by the rules and regulations outlined in Quality Exteriors Employee Handbook which may be changed, withdrawn, added or interpreted at any time, at the company’s sole option and without prior notice to me.

I also acknowledge that my employment may be terminated or any offer or acceptance of employment withdrawn at any time with or without cause, and with or without prior notice at the option of Quality Exteriors or myself.

Signature Date

Resume Included Yes No