

# APPLICATION FOR EMPLOYMENT

*(Equal Opportunity Employer)*

## General

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security No \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

If employed and under 18, can you furnish a work permit?  Yes  No

Have you ever been employed by Austin Hardwoods?  Yes  No

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

If yes – Name \_\_\_\_\_ Telephone \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

Type of work desired? \_\_\_\_\_

If applying for a position where driving is required, do you have a valid driver's license in the state of Colorado?  Yes  No

Can you perform the essential functions of the job(s) you are applying for?  Yes  No

Are you available to work  Full Time  Part Time  Over Time

Have you been convicted of a felony?  Yes  No  
(Please note that a "Yes" answer will not bar you from consideration for employment)

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

**Austin Hardwoods of Denver, Inc.** is an equal employment opportunity employer. All applicants will be considered without regard to age, race, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Austin Hardwoods will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.

## **Education**

Highest Year Completed – 4 5 6 7 8 9 10 11 12

Did you attend College?

If yes, name of college and course of study \_\_\_\_\_

How many years did you attend? \_\_\_\_\_ Graduation Date \_\_\_\_\_

## **Special Skills, Qualifications and Considerations**

Summarize special skills and qualifications, volunteer activities, military experience, employment or other Activities related to the job you are seeking

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## **References**

List three (3) non-relatives who are familiar with your qualifications work history and abilities

Name	Occupation/Relationship	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **Employment Experience**

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Employed from \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)

What did you like most about your job? \_\_\_\_\_

Duties? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

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Duties? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK BEFORE SIGNING.**

I certify that all answers and statements I have made on this application (and resume or other supplementary material) are true and complete without omissions. By signing below, I authorized **Austin Hardwoods of Denver, Inc.** to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

If hired, I will be responsible for familiarizing myself with all rules and regulations of **Austin Hardwoods of Denver, Inc.** as they presently exist or are later modified. If hired, I understand my employment can be terminated at the discretion of **Austin Hardwoods of Denver, Inc.** or at my option, without notice, at any time for any reason.

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

**I have read, understand and agree with the above.**

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Signature of Applicant

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Date

This application is valid for only ninety (90) days from the date signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application