

**Whitney Burns Shutters, Inc.**  
**Employment Application**

FACTORY

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

*PERSONAL INFORMATION*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Message Phone: \_\_\_\_\_  
Mobile/Pager: \_\_\_\_\_

Have you previously been employed by our company? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you previously applied for employment with our company? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_

Are you legally authorized to work in the United States Yes \_\_\_\_\_ No \_\_\_\_\_

When are you available to start employment? \_\_\_\_\_

Have you ever been convicted or pled guilty to a felony Yes \_\_\_\_\_ No \_\_\_\_\_

(Please understand that a 'yes' answer will not automatically disqualify you from employment.)

**INSTALLATION APPLICANTS ONLY**

How long have you lived in Tucson? \_\_\_\_\_ yrs \_\_\_\_\_ mos

Do you have a valid Arizona driver's license Yes \_\_\_\_\_ No \_\_\_\_\_

*EMPLOYMENT HISTORY (List below your last three employers, listing the most recent first)*

Dates of Employment From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Name and Phone Number of Supervisor: \_\_\_\_\_

Rate of Pay \_\_\_\_\_ per hour week month (circle one)

Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Employment From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Name and Phone Number of Supervisor: \_\_\_\_\_

Rate of Pay \_\_\_\_\_ per hour week month (circle one)

Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Employment From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Name and Phone Number of Supervisor: \_\_\_\_\_

Rate of Pay \_\_\_\_\_ per hour week month (circle one)

Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

*EDUCATION INFORMATION*

High School or GED: _____
Address/City: _____
Degree Rec'd: _____

College: _____
Address/City: _____
Degree Rec'd: _____

*EXPERIENCE/GENERAL INFORMATION*

Are you able to lift 50 pounds or more? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked with wood before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what have you done? \_\_\_\_\_

Have you ever sanded before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what have you done? \_\_\_\_\_

*CONTACT INFORMATION*

In case of emergency, please contact (list name, phone, address, & relationship): \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY**

Init. _____	<p>*** In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment, and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.</p>
Init. _____	<p>*** I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.</p>
Init. _____	<p>*** I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.</p>
Init. _____	<p>*** I hereby authorize the company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former, employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.</p>
Signature: _____ Date: _____	