



EMPLOYMENT APPLICATION

Tucker Door & Trim, LLC is an equal opportunity employer and does not discriminate in hiring or employment based on race, color, religious creed, national origin, age, sex, marital status, physical or mental handicap, or veteran status. All statements on this application will be verified. Any misrepresentation or omission may be grounds for disqualification for employment consideration or continued employment. Fill in all items thoroughly.

PERSONAL INFORMATION

(Please print in black or blue ink or type – **DO NOT** use pencil.)

Last Name: _____ First Name: _____ Middle or Maiden Name: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____ May we contact you via email? YES NO

Street Address: _____

City: _____ State: _____ Zip: _____

List any/all addresses of residency within the last 3 years:

Street Address: _____

City: _____ State: _____ Zip: _____ Years at address: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Years at address: _____

I have lived at my current address for more than 3 years.

Position Applied For: _____ Available Start Date: ___/___/_____

Shifts available to work: First Second Either First or Second

**Note: Second shift only applies to the Monroe, GA location*

Are you legally eligible to work in the United States? YES NO

**Note: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.*

How did you hear about us? Employee Referral (list name): _____

Other (explain): _____

Have you ever been employed by Tucker Door & Trim, LLC before? YES NO

If YES, when and where? _____

Do you have any relatives who are currently employed with Tucker Door & Trim, LLC? YES NO

If YES, please provide name and relationship: _____

Have you ever been discharged from employment due to unsatisfactory work or conduct? YES NO

If YES, please explain: _____



Have you been convicted of a felony within the past 7 years? YES NO If YES, please explain: _____

Do you have a valid Driver's License? YES NO If YES, please provide the following:
License #: _____ Class: _____ State: _____ Expiration Date: ____/____/____

*Note: Possession of a valid driver's license is not an essential function of all employment opportunities offered by Tucker Door & Trim, LLC. Answering "No" to this question is not necessarily a bar to consideration for employment.

Traffic Violations (Last 3 years)

Date (mm/yyyy)	Violation (Other than violations involving parking only)	State of Violation
____/____/____	_____	_____
____/____/____	_____	_____
____/____/____	_____	_____

I have had no traffic violations in the last 3 years.

EDUCATION

Please select the highest level of education you have completed below:

- I did not complete high school or equivalent High school or equivalent (GED) Some college (no degree)
- College diploma/certificate Associate's degree Bachelor's degree Master's degree Doctoral degree

School or University	Diploma/Degree/Certification (i.e. high school diploma, bachelor's)	Course of Study (i.e. Accounting, Engineering)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any additional specialized training, apprenticeship, or skills (Hand tools, saws, forklift equipment, computers, etc):

State any additional information you feel may be helpful to us in considering your application:

REFERENCES

(List three (3) persons, other than relatives, who have knowledge of your work experience)

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____



EMPLOYMENT HISTORY

List all previous work history below, starting with your most recent employment. **THIS SECTION MUST BE COMPLETED IN DETAIL. You are encouraged to attach a résumé if you wish, but reference to a résumé in lieu of completing this section cannot be accepted and will be considered incomplete. INCOMPLETE APPLICATIONS WILL NOT BE SUBMITTED FOR CONSIDERATION.** Under “duties,” describe your job in sufficient detail so that we can determine not only your tasks, but also your level of responsibility. If you have had more jobs, or wish to add more detail to the “duties” section than space allows, complete a separate sheet in the same format and attach with your completed application.

Name of Organization or Firm: _____
Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Reason for leaving: _____
Supervisor’s Name: _____ Hours worked per week: _____
Specific Job Duties: _____

Beginning Salary: \$ _____ Per: _____ Ending Salary: \$ _____ Per: _____

*Between these jobs (if applicable): Unemployed In School Other: _____

Name of Organization or Firm: _____
Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Reason for leaving: _____
Supervisor’s Name: _____ Hours worked per week: _____
Specific Job Duties: _____

Beginning Salary: \$ _____ Per: _____ Ending Salary: \$ _____ Per: _____

*Between these jobs (if applicable): Unemployed In School Other: _____

Name of Organization or Firm: _____
Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Reason for leaving: _____
Supervisor’s Name: _____ Hours worked per week: _____
Specific Job Duties: _____

Beginning Salary: \$ _____ Per: _____ Ending Salary: \$ _____ Per: _____

*Between these jobs (if applicable): Unemployed In School Other: _____

*Any gaps in employment and/or unemployment must be explained



Name of Organization or Firm: _____
Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Reason for leaving: _____
Supervisor's Name: _____ Hours worked per week: _____
Specific Job Duties: _____

Beginning Salary: \$ _____ Per: _____ Ending Salary: \$ _____ Per: _____

*Between these jobs (if applicable): Unemployed In School Other: _____

Name of Organization or Firm: _____
Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Reason for leaving: _____
Supervisor's Name: _____ Hours worked per week: _____
Specific Job Duties: _____

Beginning Salary: \$ _____ Per: _____ Ending Salary: \$ _____ Per: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the entries and statements made by me on this application are, to the best of my knowledge, true, complete, and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by Tucker Door & Trim, LLC, if employed, may be considered as constituting grounds for disciplinary measures, including dismissal. I further understand that any offer of employment is subject to successful completion of a drug screen, and where necessary, other examinations and background investigations. Having applied for employment with Tucker Door & Trim, LLC, I do hereby agree and do give my consent that any person, firm, or organization listed herein is authorized to furnish Tucker Door & Trim, LLC with personal or reference material concerning my character, past employment, or any other information they so request and release them from any damages whatsoever for issuing same.

You may contact my present employer: YES NO

If I am hired and my employment with Tucker Door & Trim, LLC is terminated for any reason, I agree I am not permitted on Tucker Door & Trim, LLC property at any time and my presence on the premises would be considered trespassing. All final paperwork (i.e. COBRA benefits package, separation notices, etc.) will be mailed certified to the address on file. It is my responsibility to mail in my handbook and time-card to the attention of Human Resources at Tucker Door & Trim, LLC.

Signature of this certification and agreement permits Tucker Door & Trim, LLC to contact prior employers with exception to any present employer unless indicated above. By my signature, I am voluntarily agreeing to all aforementioned conditions.

Applicant's Signature: _____ Date: ___/___/___