

EMPLOYMENT APPLICATION

The Genuine. The Original.



OVERHEAD DOOR COMPANY OF NORFOLK REVIEWS APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS. OVERHEAD DOOR COMPANY OF NORFOLK WILL PROVIDE REASONABLE ACCOMMODATION TO INDIVIDUALS WITH DISABILITIES.

DATE: _____

THIS EMPLOYMENT APPLICATION COULD BE THE FIRST WORK PRODUCT YOU ARE PRODUCING FOR US. PLEASE TAKE THE TIME TO COMPLETE THIS APPLICATION THOROUGHLY. IT IS PREFERRED THAT THE APPLICATION BE HAND WRITTEN.

PERSONAL INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	
ADDRESS (NUMBER & STREET, CITY, STATE, ZIP CODE)	TELEPHONE NUMBER
IF AT YOUR CURRENT ADDRESS FOR LESS THAN ONE YEAR, LIST YOUR PREVIOUS ADDRESS	OTHER NAMES UNDER WHICH RECORDS EXIST ABOUT YOU
ARE YOU LEGALLY PERMITTED TO WORK IN THE U.S.: <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN CONVICTED OF A FELONY <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST ALL CONVICTIONS, SHOWING OFFENSE & DATE	HAVE YOU EVER BEEN EMPLOYED BY OVERHEAD DOOR CO. OF NORFOLK, A SUBSIDIARY OR RELATED ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATES & LOCATION _____
<i>THE FACT THAT YOU MAY HAVE A RECORD OF CONVICTION DOES NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT</i>	HAVE YOU EVER APPLIED FOR A POSITION WITH THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATES & LOCATION _____
FOR WHAT TYPE OF POSITION ARE YOU APPLYING?	TYPE OF EMPLOYMENT YOU ARE SEEKING <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> OTHER
WHAT DATE ARE YOU AVAILABLE TO START WORK?	SHIFT(S) YOU ARE AVAILABLE TO WORK <input type="checkbox"/> FIRST <input type="checkbox"/> SECOND <input type="checkbox"/> THIRD <input type="checkbox"/> OTHER
WHAT ARE YOUR COMPENSATION REQUIREMENTS?	WILL YOU WORK OVERTIME AS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU ABLE TO TRAVEL?	DO YOU HAVE A VALID DRIVERS LICENSE WITH AN AVAILABLE DRIVING RECORD?
WHO SUGGESTED YOU APPLY FOR A POSITION WITH OVERHEAD DOOR COMPANY OF NORFOLK? <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> GOVERNMENT AGENCY <input type="checkbox"/> SELF-INITIATED <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> OTHER	
LIST ANY FRIENDS, ACQUAINTANCES, OR RELATIVES WHO ARE EMPLOYED BY OVERHEAD DOOR COMPANY OF NORFOLK	

EDUCATION & TRAINING

SCHOOL	DEGREE EARNED	GPA	DATES ATTENDED	MAJOR COURSE OF STUDY
HIGH SCHOOL (NAME & ADDRESS)				
COLLEGE OR VOCATIONAL SCHOOL (NAME & ADDRESS)				
GRADUATE SCHOOL (NAME & ADDRESS)				
DO YOU PLAN TO CONTINUE YOUR EDUCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, IN WHAT FIELD?	PROFESSIONAL SOCIETY MEMBERSHIPS			
OTHER SKILLS/TRAINING RELEVANT TO YOUR CANDIDACY (COMPUTER SKILLS, CERTIFICATIONS, MILITARY TRAINING, TYPING SPEED, ETC)				

EMPLOYMENT EXPERIENCE

PLEASE PROVIDE INFORMATION ABOUT YOUR WORK HISTORY. PLEASE LIST ADDITIONAL EMPLOYMENT DATA ON A SEPARATE SHEET OF PAPER.

NAME & ADDRESS OF CURRENT OR LAST EMPLOYER		STARTING TITLE	CURRENT OR LAST TITLE
EMPLOYED FROM	EMPLOYED TO	AVERAGE NUMBER OF HOURS YOU WORK PER WEEK (INCLUDE OT)	
PAY RATE (PLEASE SPLIT BASE & INCENTIVE PAY IF APPROPRIATE)		DATE & AMOUNT OF LAST WAGE INCREASE	
BRIEF DESCRIPTION OF RESPONSIBILITIES (NOT NECESSARY TO COMPLETE IF YOU HAVE ATTACHED A RESUME)			
REASON FOR LEAVING		IMMEDIATE SUPERVISOR'S NAME & TELEPHONE NUMBER	
CAN WE CONTACT THIS EMPLOYER WITHOUT JEOPARDIZING YOUR CURRENT EMPLOYMENT SITUATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			

NAME & ADDRESS OF CURRENT OR LAST EMPLOYER		STARTING TITLE	CURRENT OR LAST TITLE
EMPLOYED FROM	EMPLOYED TO	AVERAGE NUMBER OF HOURS YOU WORK PER WEEK (INCLUDE OT)	
PAY RATE (PLEASE SPLIT BASE & INCENTIVE PAY IF APPROPRIATE)		DATE & AMOUNT OF LAST WAGE INCREASE	
BRIEF DESCRIPTION OF RESPONSIBILITIES (NOT NECESSARY TO COMPLETE IF YOU HAVE ATTACHED A RESUME)			
REASON FOR LEAVING		IMMEDIATE SUPERVISOR'S NAME & TELEPHONE NUMBER	

NAME & ADDRESS OF CURRENT OR LAST EMPLOYER		STARTING TITLE	CURRENT OR LAST TITLE
EMPLOYED FROM	EMPLOYED TO	AVERAGE NUMBER OF HOURS YOU WORK PER WEEK (INCLUDE OT)	
PAY RATE (PLEASE SPLIT BASE & INCENTIVE PAY IF APPROPRIATE)		DATE & AMOUNT OF LAST WAGE INCREASE	
BRIEF DESCRIPTION OF RESPONSIBILITIES (NOT NECESSARY TO COMPLETE IF YOU HAVE ATTACHED A RESUME)			
REASON FOR LEAVING		IMMEDIATE SUPERVISOR'S NAME & TELEPHONE NUMBER	

HAVE YOU EVER, WITH ANY EMPLOYER, BEEN DISCHARGED FOR CAUSE OR DISCIPLINED IN THE WORKPLACE? YES NO
 IF YES, WHY?

REFERENCES

PLEASE PROVIDE THE INFORMATION REQUEST BELOW FOR INDIVIDUALS WHO CAN COMMENT ON YOUR QUALIFICATIONS AND YOUR CAPABILITIES. PLEASE DO NOT INCLUDE ANY RELATIVES.

NAME	ADDRESS/TELEPHONE NUMBER	BUSINESS/OCCUPATION	YRS ACQUANTED

PRE-EMPLOYMENT STATEMENT

1. THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY MISREPRESENTATION OR OMISSION OF FACT IN MY APPLICATION, RESUME, AND OTHER MATERIALS, OR DURING MY INTERVIEWS, CAN BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR TERMINATION OF EMPLOYMENT.
2. ANY OFFER OF EMPLOYMENT FROM OVERHEAD DOOR COMPANY OF NORFOLK IS CONTINGENT UPON MY SUCCESSFUL COMPLETION OF OVERHEAD DOOR COMPANY OF NORFOLK'S SCREENING PROCESS, INCLUDING THE COMPANY RECEIVING REFERENCES THAT IT CONSIDERS SATISFACTORY, AND MY SATISFACTORY COMPLETION OF A POST-JOB OFFER PRE-EMPLOYMENT PHYSICAL EXAMINATION, INCLUDING A DRUG OR ALCOHOL SCREENING. I ALSO UNDERSTAND AND AGREE THAT, IF EMPLOYED, I MAY BE REQUIRED TO SUBMIT TO FURTHER ALCOHOL OR DRUG SCREENING.
3. IN PROCESSING MY APPLICATION FOR EMPLOYMENT, THE COMPANY MAY VERIFY ALL THE INFORMATION PROVIDED BY ME, OR MAY PROCURE OR HAVE PREPARED A CONSUMER OR AN INVESTIGATIVE CONSUMER REPORT FOR THIS PURPOSE CONCERNING, AMONG OTHER THINGS, MY PRIOR EMPLOYMENT OR MILITARY RECORD, EDUCATION, CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, CRIMINAL RECORD AND MODE OF LIVING. I UNDERSTAND THAT, UPON WRITTEN REQUEST TO THE COMPANY, I WILL BE INFORMED OF WHETHER AN INVESTIGATIVE CONSUMER REPORT WAS REQUESTED AND GIVEN FULL INFORMATION AS TO THE NATURE AND SCOPE OF THIS INVESTIGATION.
4. I AUTHORIZE AND REQUEST THAT MY PRESENT EMPLOYER, UNLESS OTHERWISE NOTED, FORMER EMPLOYERS AND THOSE INDIVIDUALS I HAVE LISTED AS REFERENCES, FURNISH INFORMATION ABOUT MY EMPLOYMENT RECORD, INCLUDING THE REASON FOR MY TERMINATION, WORK PERFORMANCE, ABILITIES, AND OTHER QUALITIES PERTINENT TO MY EMPLOYMENT QUALIFICATIONS, AND HEREBY RELEASE THEM FROM ANY AND ALL LIABILITY FOR DAMAGES ARISING FROM FURNISHING THE REQUESTED INFORMATION.
5. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO COMPLY WITH THE POLICIES, RULES, REGULATIONS AND PROCEDURES OF OVERHEAD DOOR COMPANY OF NORFOLK AND UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE MODIFIED OR TERMINATED WITH OR WITHOUT CAUSE OR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR ME.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF NINETY (90) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST RE-APPLY.

If a reasonable accommodation is needed for the interview process, please contact Regina Armeli (757) 363-0330 or rarmeli@ohdnorfolk.com.

SIGNATURE _____ DATE _____