**applicant information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: | | |  | | | | | | | | | |
| For purposes of employment verification, have you been known by any other name? | | | | | | | | | |  | | |
| Address |  | | | City | |  | State | |  | | Zip Code |  |
| Phone: | |  | | | E-mail Address: | | |  | | | | |
| Are you over 18 years of age? YES  NO | | | | | | | | | | | | |
| Are you a citizen of the US? YES  NO  If no, are you authorized to work in the U.S.? YES  NO | | | | | | | | | | | | |
| If you are offered and accept a position, you will be required to provide proof of authority to work in the United States and to complete Immigration and Naturalization Service Form I-9. Employment will be contingent on providing such proof. | | | | | | | | | | | | |

**> position**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position Applied For | |  | | Date Available |  | | |
| Desired Salary | $ | | How were you referred to us? | | | |  |
| Have you ever applied for or worked for us in the past? YES  NO  If yes, when? | | | | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name & Address** | **Did you Graduate?** | **Type of Degree/ Years Completed** | **Field of Study** |
| High School or  or Vocational  School |  | YES:  NO:  GED: | Still Attending: |  |
| College or  Specialized  Training |  | YES:  NO: | Still Attending: |  |
| Graduate  School/ Other |  | YES:  NO: | Still Attending: |  |

**> professional** **license and references**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Type of License(s) |  | | License#/State Issued |  | | Other Professional Memberships | |  | | | |  |  |
| **professi references**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. Full Name |  | Relationship |  | Company/Location |  | Phone # |  | | 2. Full Name |  | Relationship |  | Company/Location |  | Phone # |  | |
|  |  |

**> current/previous** **employment** (***(COMPLETE ALL INFORMATION AND ATTACH DETAILED RESUME)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company |  | | | | | From |  | | | To |  | | |
| Address |  | | | | | Phone # | |  | | Supervisor | |  | |
| Job Title |  | | | | | Starting Salary | | | $ | Ending Salary | | | $ |
| Responsibilities | |  | | | | | | | | | | | |
| Are you currently employed here? YES  NO  May we contact your current supervisor for a reference? YES  NO | | | | | | | | | | | | | |
| If not, reason for leaving | | | |  | | | | | | | | | |
| Company |  | | | | | From |  | | | To |  | | |
| Address |  | | | | | Phone # | |  | | Supervisor | |  | |
| Job Title |  | | | | | Starting Salary | | | $ | Ending Salary | | | $ |
| Responsibilities | |  | | | | | | | | | | | |
| If not, reason for leaving | | | |  | | | | | | | | | |
| Company |  | | | | | From |  | | | To |  | | |
| Address |  | | | | | Phone # | |  | | Supervisor | |  | |
| Job Title |  | | | | | Starting Salary | | | $ | Ending Salary | | | $ |
| Responsibilities | |  | | | | | | | | | | | |
| If not, reason for leaving | | |  | | | | | | | | | | |
| **Please explain any gaps in work history.** | | | | |  | | | | | | | | |

**> military service**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Branch |  | | From |  | | To |  |
| Rank at Discharge | |  | | | Type of Discharge | |  |

**> applicant’s** **statements** **and** **signature**

RICHMOND WINDOW CORPORATION, in accordance with applicable law, does not discriminate in hiring or otherwise in employment on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual orientation, or any other legally protected status.

I hereby certify that all information provided in this application is true and correct. I understand that any false or misleading statements (or any omissions) contained in this application, provided in any interview(s) or otherwise made by me to RWC (the “Company”) will be sufficient grounds for rejection of my application or for immediate discharge if the Company has employed me.

I understand that, if an employment relationship is established, it is an “at-will” relationship, meaning that I have the right to terminate my employment at any time for any or no reason, and the Company also has the right to terminate my employment at any time for any or no reason.

Signature and Date