

Cabinetry & Construction, Inc.

18 South Thompson Street Suite 162
Richmond, VA. 23221

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

Position Applied For: _____

I. Personal Information

Name: Last _____ First _____ Middle _____

Present Address _____

Permanent Address (if different than above) _____

Social Security Number _____ Telephone _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by CCI?

3. How were you referred to CCI? _____

4. Have you ever been convicted of a felony? ___ Yes ___ No If yes, please explain:

II. Educational History

	School Name/Location	Years Completed	Degree/Diploma
High School	_____	_____	_____
College	_____	_____	_____
Tech. Training	_____	_____	_____
Other	_____	_____	_____

III. Employment Record *Please include all employment for the last five years.*

1. _____
 Company Name (Current or Most Recent Employer) Position Held

 Dates Employed: _____

 Address From To

 Manager / Supervisor Telephone Wage/Salary

 Reason For Leaving

2. _____
 Company Name Position Held

 Dates Employed: _____

 Address From To

 Manager / Supervisor Telephone Wage/Salary

 Reason For Leaving

3. _____
 Company Name Position Held

 Dates Employed: _____

 Address From To

 Manager / Supervisor Telephone Wage/Salary

 Reason For Leaving

NOTE: *Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:*

 (Employer's Name) Reason

 (Employer's Name) Reason

IV. References *Please do not include relatives or former employers.*

1. _____
 Name Years Known

 Address Telephone

 Occupation

2. _____
 Name Years Known

 Address Telephone

 Occupation

V. Work Availability *If your application receives favorable consideration, when will you be available to begin work?* _____

VI. Salary / Hourly Rate Requirements If your application receives favorable consideration, what salary/hourly rate would you require? \$ _____ per _____

I hereby authorize investigation of all statements contained in this application and agree that if any misrepresentation has been made by me herein or the results of an investigation are not satisfactory for any reason, any offer of employment made to me by Cabinetry & Construction, Inc. may be terminated immediately without any obligation or liability to me other than for payment, at the rate agreed upon, for services rendered if I have been employed.

In connection with my application for employment, I authorize Cabinetry & Construction, Inc., and any agent acting on its behalf, to conduct an inquiry as to my record of any or all of my former employers, references, and any or all educational institutions. Moreover, I hereby authorize Cabinetry & Construction, Inc., and any agent acting on its behalf, from any and all liability of whatsoever nature by reason of requesting such information from any person.

I acknowledge that I have read and understand the foregoing.

Date: _____ Signature(Do not print)_____