



## Application for Employment

### I. General Information

(Please Print)

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

Name: \_\_\_\_\_  
Last First Middle

Address City State Zip

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Desired: \_\_\_\_\_

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.?  Yes  No

Have you ever worked under a different name?  Yes  No, if yes, What? \_\_\_\_\_

If under age 18, please state your age. \_\_\_\_\_ How did you hear of us? \_\_\_\_\_

Have you applied here before?  Yes  No If yes, When?: \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, When?: \_\_\_\_\_

Are any of your relatives current or former employees of Cutting Edge Countertops, Inc.?  Yes  No

Are you employed now?  Yes  No If yes, may we contact your current employer?  Yes  No

On what date are you available for work?: \_\_\_\_\_

Are you available to work full-time?  Yes  No Part-time?  Yes  No

Are you on a lay-off and subject to recall?  Yes  No

Have you ever been convicted of a felony or are there any felony charges pending against you?  Yes\*  No

If yes, please explain. \_\_\_\_\_

\*A yes response does not automatically disqualify a job applicant from further consideration. Each situation is evaluated relative to the job being sought. Factors such as the age and nature of the offense, and rehabilitation, will be taken into account.

Have you ever been fired or asked to resign from any job?  Yes  No If yes, please explain: \_\_\_\_\_

Can you perform all of the job functions of the position(s) for which you are applying, with or without a reasonable accommodation?  Yes  No

If you served in the U.S. Armed Forces, please indicate:

Date of discharge \_\_\_\_\_ Was your discharge "dishonorable"?  Yes  No

Describe your duties and any special training. \_\_\_\_\_

## II. References

Give the name of three persons not related to you, whom you have known at least one year.

Name	Address & Phone No.	Employer & Title	Years Acquainted

## III. Education

	Name & Location of School	Major Subject(s) Studied	Years Attended (for verification purposes, only)	Graduated? (Yes or No)	Degree, Diploma or Certificate
High School					
Technical Training					
College					
Other					

\*\* The need for an accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the positions and the hardship it would impose on the employer.

#### IV. Employment History

Start with present and also list all previous employment. Start with present employment and work back.

Dates (Month and Year)	Employer's Name, Address & Phone Number	Supervisor's Name & Title	Positions	Salary (Starting & Ending)
From				Start
To				End
<i>Reason for Leaving:</i>				
From				Start
To				End
<i>Reason for Leaving:</i>				
From				Start
To				End
<i>Reason for Leaving:</i>				
From				Start
To				End
<i>Reason for Leaving:</i>				

May we contact the employers listed above?  Yes  No, if not, which one(s) you do not wish us to contact: \_\_\_\_\_

#### V. Special Skills and Qualifications

Please circle the following equipment, process or software skills that you possess:

- Equipment:**    Welding            CNC-Stone            CNC-Other            Comm. Truck Driving            Multi-line Telephone  
                          Sander            Buffer            Forklift            Tape Measure            Overhead Crane
- Process:**            Selling            Estimating            Templating            Computer Prog.            Blue Print Reading  
                          Accounting            Inventory            Purchasing            Supervision/Mgmt.            Customer Service
- Software:**            Word            Excel            Outlook            CAD            CAM            20/20            Order Entry            Quickbooks

**Other skills:** \_\_\_\_\_

## Authorization and Understanding

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that Cutting Edge Countertops, Inc. may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews, and I authorize Cutting Edge Countertops, Inc., to do so. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements of references or former employers that are given in response to the inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that Cutting Edge Countertops is entitled to rely on the representations made by me in the hiring process, and therefore I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by Cutting Edge Countertops, Inc.

I also understand and acknowledge that, to the extent I am employed by Cutting Edge Countertops, Inc. in any position, my employment and compensation is and will be at-will, and that employment can be terminated, with or without cause, and with or without notice, at any time at the option of either Cutting Edge Countertops, Inc. or myself. I further understand and agree that no manager, representative, agent or employee of Cutting Edge Countertops, Inc., other than its owners, has now or has had in the past any authority to enter into any agreement for employment for any specified period of time, or to make any agreement which is contrary to or a modification of the above described employment relationship, and that any such agreement or representation must be in writing and signed by both myself and the Owners of Cutting Edge Countertops, Inc., in order for it to be effective.

Furthermore, I agree that if I become employed by Cutting Edge Countertops, Inc., then in consideration for my employment I will not commence any action, including any administrative claim or suit, against Cutting Edge Countertops, Inc. or its agents more than one year after the date of the event giving rise to said action(s), including but not limited to any action which in any way relates to my employment and/or termination of my employment, and I hereby waive any statutes of limitations to the contrary.

I further understand and acknowledge that, as a part of the hiring process and throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include tests for drugs and/or alcohol) at Cutting Edge Countertop, Inc.'s discretion and expense.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Please Read

This application will be considered for a 1-year calendar period after its receipt by Cutting Edge Countertops, Inc. Should you wish to be considered after the expiration of this period, you must reapply.

Cutting Edge Countertops, Inc. is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of such factors as race, color, age, sex, national origin, religion, citizenship, handicap, height, weight and marital status. Under the Persons with Disabilities Act and the federal Americans with Disabilities Act, an employer has a legal obligation to accommodate an employee's or job applicant's disability unless the accommodation would impose an undue hardship on the employer.

---

**Do Not Write Below This Line**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Hired \_\_\_\_\_ Position \_\_\_\_\_ Will Report \_\_\_\_\_ Wage/Salary \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_