

APPLICANT DATA RECORD



EQUAL OPPORTUNITY EMPLOYER

Northwest Door, Inc. is an equal opportunity employer and does not discriminate in any unlawful way against race, religion, color, sex, national origin, marital status or qualified individual with a disability (except where a reasonable bona fide occupational qualification exists). We reserve the right to revise or change job duties, responsibilities and location based on business necessity or individual performance. Northwest Door, Inc. is an at will employer. Any employee is employed for an indefinite period of time. Employees are subject to termination at any time, for any reason, with or without cause and with or without notice. The employee has the right to terminate employment for any reason at any time.

If you require accommodation to complete the application, please request assistance prior to completing the application.

SOLELY TO HELP US COMPLY WITH GOVERNMENT RECORD KEEPING, REPORTING AND OTHER LEGAL REQUIREMENTS, WE **REQUEST** THAT YOU PLEASE FILL OUT THIS APPLICANT DATA RECORD. **WE APPRECIATE YOUR COOPERATION.**

THIS DATA IS FOR PERIODIC GOVERNMENT REPORTING AND WILL BE KEPT IN A **CONFIDENTIAL** FILE.

PLEASE PRINT

Form with fields for Position(s) applied for, Date, Referral Source (Advertisement, Friend, Relative, Walk-in, Agency, Other), Applicant Full Legal Name (LAST, FIRST, MIDDLE), and Applicant Address (NUMBER, STREET, CITY / STATE, ZIP).

VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, handicapped veteran and other protected status of Applicants. This data is for analysis and possible affirmative action only.

Check One: [] Male [] Female

Check One: [] White [] Black [] Hispanic [] American Indian [] Asian [] Alaska Native [] Pacific Islander

Check One (if applicable): [] Vietnam Veteran [] Disabled Veteran [] Handicapped Person

PLEASE PRINT – ANSWER ALL QUESTIONS

Last Name: _____ First Name: _____ Middle Name: _____
 Street Address: _____ City: _____ Zip: _____
 Home Phone: _____ Message Phone: _____
 Social Security Number: _____-_____-_____

Date of Application: _____ Date available to work: _____ Hours: _____/_____
 Position applied for: _____ Shift: Days _____ Swing _____
 Employment desired: Full-time _____ Part-time _____ Temp _____ Will you work weekends/ overtime? Yes/ No
 Have you ever been employed here before? Yes/ No If so, when? _____ Department? _____
 If you have a relative or friend who has or still works at NWD, please list: _____

Previous Address: _____
 Emergency Contact: _____ Phone: _____
 Please list any other name that you have used that may affect employment / reference verification:

Are you 18 years of age or older? Yes/ No Have you ever been bonded? Yes/ No
 Are you legally eligible for employment in the country? Yes/ No
 (Completion of I-9 form required upon employment)
 Have you been convicted of a felony or released from a correctional facility in the last seven (7) years? Yes/ No
 (If yes, explain on a separate piece of paper. A conviction may be relevant if job related, but may not bar you from employment.)

SKILLS

In which of the following do you believe yourself to be trained or experienced? Indicate by circling below the skills that you are able to perform, with or without accommodation. If accommodation is required, please specify. (We comply with State and Federal Laws regarding employment of persons with disabilities.)

Typing/Data Entry: Y / N Speed _____ wpm 10-Key by touch: Y / N _____ spm Accounting: Y / N Bookkeeping: Y / N
 CPR: Y / N First Aid: Y / N Forklift: Y / N Router: Y / N Air Tools: Y / N Band Saw: Y / N Radial Arm Saw: Y / N
 Steel Tape Measure: Y / N

Relevant Licenses you possess, State of Issue, and Expiration Date: _____

Summarize skills and qualifications acquired from employment and other experiences that may qualify you for the position that you are applying:

EDUCATION

Name, City, State	Course of Study	# Years Completed	Graduate?
High School/ G.E.D.			
College/ University			
Bus/ Trade School			
Correspondence			

EMPLOYMENT HISTORY

Please give accurate full time and part time employment record. Start with your present or most recent employer.

Company Name: _____ Telephone: _____
 Address: _____ Employed From: _____ / _____ To _____ / _____
 Name of Supervisor: _____
 Your Job Title: _____ Hourly Pay Start: _____ Finish _____
 Your Responsibilities: _____
 Reason for Leaving: _____

Company Name: _____ Telephone: _____
 Address: _____ Employed From: _____ / _____ To _____ / _____
 Name of Supervisor: _____
 Your Job Title: _____ Hourly Pay Start: _____ Finish _____
 Your Responsibilities: _____
 Reason for Leaving: _____

*** Use a separate piece of paper for additional data

**EMPLOYEE AUTHORIZATION TO RELEASE
 EMPLOYMENT REFERENCE INFORMATION**

I, _____, request
 (Print Full Name of Applicant)

and authorize release of my employment record and work history to Northwest Door, Inc., a prospective employer upon a request for employment reference.

 (Applicant's Signature)

 (Date)

**PRE-EMPLOYMENT URINE DRUG SCREEN
 RELEASE FORM**

I, _____, hereby
 (Print Full Name of Applicant)

freely and voluntarily submit to urine testing for the specific purpose of applying for a position with NORTHWEST DOOR, INC. I have been informed that the purpose of this testing is to determine if there is any "controlled substance or drug" in my body. I further understand that the results of this testing will be given to NORTHWEST DOOR, INC. for use in determining eligibility for initial employment.

I understand that, if I am an applicant for initial employment with NORTHWEST DOOR, INC., refusal to be tested or a positive test may result in withdrawal of any employment offer. A test result that is identified as "unusual" may be retaken if approved by management and if negative it may be submitted for consideration at the employees expense.

I agree that testing cost of \$45.00 will be the responsibility of the applicant (me) at the time of testing.

 (Applicant's Signature)

 (Social Security Number)

 (Witness Signature) at time of interview

 (Date)