

The Wallwork Group

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

(Please Print or Type. Complete all Sections)

PERSONAL

Name _____
First Initial Last

Address _____
Street City State Zip

Home Phone(_____) Cell Phone(_____) _____
Area Code Area Code

Citizenship Status ☐ U.S. ☐ Permanent Resident ☐ Alien ☐ Other _____
(Proof of Citizenship or Immigration Status will be Required Prior to Employment)

Email Address: _____

Are you at least 18 years old? ☐ Yes ☐ No If not, state your age for child labor purposes only: _____

Are there any days, shifts or hours you will not work? _____ If yes, please explain: _____

When will you be able to start work? _____

Have you taken any illegal drugs in the last 30 days? _____

How did you learn of our company? _____

EMPLOYMENT INFORMATION

Employment Desired: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

Position Desired _____ Salary Requirements _____

Geographic Preference _____ Are You Employed Now? ☐ Yes ☐ No

EDUCATION

Level	Institution	Years Completed	Major or Specialization	Graduated		Degree
				Yes	No	
High School						
College/ University						
Advanced Degree						
Commercial or Technical						

DRIVING RECORD (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid driver's license? ☐ Yes ☐ No State _____ License No.: _____

Have you had any tickets? ☐ Yes ☐ No If yes, please explain: _____

Has your license ever been suspended or revoked? ☐ Yes ☐ No If yes, please explain: _____

Do you have any DUI or DWI convictions? ☐ yes ☐ No If yes, please state when you were convicted and explain: _____

MILITARY SERVICE

Veteran of U.S. Military Service? ☐ Yes ☐ No If Yes, Branch _____
Type of Discharge _____ Member of Reserves? ☐ Yes ☐ No If Yes, Branch _____

EMPLOYMENT EXPERIENCE (List Chronologically, Beginning with Present Employment)

Current Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Current Salary
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

Previous Employer	Address – City & State	Phone Number	From Mo/Yr	To Mo/Yr	Last Pay
		()			
Job Title:		Supervisor:			
Work Performed:					
Reason For Leaving:					

SPECIAL SKILLS & QUALIFICATIONS

List any special skills and qualifications you have acquired from employment or other experience _____

List Microsoft software proficiency (ex: Word, Excel) _____

List any warehouse skills (ex: forklift operator, Basiloid operator) _____

MISCELLANEOUS

Have you ever filed an application here before? ☐ Yes ☐ No If Yes, date _____

Have you ever worked here before? ☐ Yes ☐ No If yes, when _____

Department/Branch _____ Position _____

Reason for Leaving _____

Have you ever worked for us under another name? ☐ Yes ☐ No Name _____

Are any of your relatives (including in-laws) presently employed with us?

☐ Yes ☐ No Name _____ Relationship _____

Work Location _____

Is there anything that would prevent you from employment consideration with us? ☐ Yes ☐ No

If yes, details _____

Have you ever been discharged or asked to resign from a position? ☐ Yes ☐ No

If yes, details _____

Why do you desire to make a job change? _____

Are you able to perform the essential job functions of the position you are applying for? ☐ Yes ☐ No

Do you require any special accommodation? ☐ Yes ☐ No If yes, explain _____

APPLICANT STATEMENT

I certify that the information I have provided herein is true and complete. I realize that misrepresentation or omissions will disqualify me from employment consideration or may be cause for my discharge. I affirm I have a genuine intent in employment with The Wallwork Group ("Wallwork") and have no other reason for applying for a job with Wallwork. I further understand that any derogatory information discovered may prevent me from being hired or, if hired, may subject me to immediate discharge.

I authorize Wallwork or its agent to investigate all statements contained in this application and/or the resume I have submitted, including information pertaining to my personal history, education, criminal and financial/credit record. I also authorize all of my current and previous employers, references, credit reporting agencies/bureaus, educational institutions, and any other person(s), institutions, or agencies contacted by Wallwork to provide all records and information as requested by Wallwork either prior to, during or after my employment, and I release all parties, including Wallwork, from any and all liabilities arising from such disclosures.

I agree not to publish or disclose to anyone outside Wallwork, or use in anything other than Wallwork's business, any trade secret or confidential, technical, or business information or material from Wallwork, either prior to, during or after employment with the Wallwork, except with Wallwork's written permission.

In consideration of my employment, I agree to conform to and abide by the rules, regulations and procedures of Wallwork. I understand that my employment benefits and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either Wallwork or myself. I understand that no employee, representative, or agent of Wallwork has the authority to enter into any oral or written agreement for employment for any period of time or to make or imply any agreement contrary to the foregoing. I further understand that this document, any employment interviews or any offer of employment does not constitute an employment contract, and that any employment with Wallwork is strictly on an at-will basis.

If employed by Wallwork, I understand I will receive a copy of Wallwork's Employee Handbook which outlines Wallwork's benefits policies and procedures, as well as my employment responsibilities. I understand it is my responsibility to read, know and follow all policies contained in the Handbook. I also understand the information contained in the Handbook is subject to change as situations warrant, and that Wallwork has the right to amend this information unilaterally, with or without prior notice. I also understand changes in the policies may supersede, modify or eliminate the policies contained in the Handbook without prior notice.

If my employment with Wallwork is terminated, I understand and agree that Wallwork has no liability for wages or benefits except such as may have been earned up to the date of such termination. I understand Wallwork can change wages, benefits, and conditions of employment at any time without prior notification.

I understand and agree that any offer of employment by Wallwork to me is contingent on my ability to perform the essential job functions of the position offered. I further understand and agree that if I am unable to perform such job functions with reasonable accommodation that such offer of employment may be revoked or rescinded at any time with or without notice.

I understand and agree to all parameters as outlined in the above Statement as attested by my signature below. I also certify that I am willing to have a photocopy or facsimile of this authorization with the same authority as outlined.

Applicant Signature _____ **Date** _____