



APPLICATION FOR EMPLOYMENT

Merritt Woodwork

An Equal Opportunity Employer

Merritt Woodwork does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age or physical or mental disability, or on any other basis prohibited by federal, state or local law. Applicants may request reasonable accommodation to participate in the application process.

Please Print Neatly

Date of Application

PERSONAL INFORMATION

Name _____ Other names you are known by _____
Last First Middle

Current address and how long _____
Street City State Zip How Long?

Previous address and how long _____
Street City State Zip How Long?

Telephone Social Security Number

Have you ever applied here before? Yes No if so, when?

Driver's license number _____ State Referred by _____

Have you ever been convicted of or did you plead guilty or "no contest" to a felony or misdemeanor other than a minor traffic offense? (Exclude offenses that have been expunged) Yes No If yes, please explain fully, including the nature of the offense, date of conviction and/or plea and sentence imposed. (This information will not necessarily bar an applicant from employment) _____

Are you legally eligible for employment in this country? Yes No (All offers of employment are contingent upon verification of employment eligibility under the provisions of the Immigration Reform and Control Act of 1986.)

EMPLOYMENT DESIRED

Position _____ Date available for work

Type of employment desired Full Time Part-Time Are you able to work 2nd shift? 2 PM – 11:30 PM Yes No

Are you able to meet the attendance requirements of the position? Yes No Are you available to work overtime? Yes No

Starting pay desired

EDUCATION

	Name and Address of School	Circle Last Year Completed				Did You Graduate?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
College		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Post College		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade, Business, or Correspondence School		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

What do you know about Merritt Woodwork? Whom did you hear it from? _____

What do you like about woodworking? _____

Why should we hire you? _____

Describe a situation in previous employment when your actions made a big difference. _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (MM/YYYY)

From [] To []	Current employer (Name and Address of Employer – Type of business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason for Leaving
Duties Performed				
Supervisor's Name		Phone Number		May we Contact?
From [] To []	Previous employer (Name and Address of Employer – Type of business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason for Leaving
Duties Performed				
Supervisor's Name		Phone Number		
From [] To []	Previous Employer (Name and Address of Employer – Type of business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason for Leaving
Duties Performed				
Supervisor's Name		Phone Number		
From [] To []	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason for Leaving
Duties Performed				
Supervisor's Name		Phone Number []		

PERSONAL REFERENCES

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

Name	Address & Phone Number	Occupation	Years Acquainted How Do You Know This Person?
1.			
2.			
3.			

I hereby authorize Merritt Woodwork to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Merritt Woodwork to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Merritt Woodwork. I understand that nothing contained in this application, or conveyed during any interview, which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Merritt Woodwork to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Merritt Woodwork at any time without prior notice for any reason.** I understand that just as I am free to resign at any time, Merritt Woodwork reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Merritt Woodwork has the authority to make any assurances to the contrary. I hereby release from liability Merritt Woodwork and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information. This application is current for 12 months. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that any offer of employment is contingent upon a medical evaluation that I am able to perform the essential functions of the job, with or without reasonable accommodation, and as part of that medical evaluation, I will be required to pass a drug screen.

I certify that all statements herein are true and it is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the service of Merritt Woodwork if I have been employed.

Signature of Applicant _____

Date [] / [] / []

APPLICATION FOR EMPLOYMENT – SECTION TWO

(Please Print Neatly)

Date of Application

Name _____
Last First Middle

SKILLS AND QUALIFICATIONS

CHECK ALL OF THE ITEMS YOU ARE TOTALLY COMPETENT IN SAFELY HANDLING OR OPERATING,
WITH OR WITHOUT REASONABLE ACCOMMODATION.

OFFICE

- | | | |
|--|--|--|
| <input type="checkbox"/> MS Outlook | <input type="checkbox"/> Autocad 2007 | <input type="checkbox"/> Act! |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Cabinet Mfg. Software | <input type="checkbox"/> Desktop Publishing (list below) |
| <input type="checkbox"/> MS Access | <input type="checkbox"/> Inventor 11 | <input type="checkbox"/> Visual Basic |
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Sigmanest | |
| <input type="checkbox"/> Other (s) _____ | <input type="checkbox"/> Alphacam | |

PRODUCTION

- | | |
|---|---|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Blueprint reading |
| <input type="checkbox"/> Production Spray equipment | <input type="checkbox"/> Metric system, experience with |
| | <input type="checkbox"/> Read English and/or metric tape measure or ruler |

TRANSPORTATION

- | |
|---|
| <input type="checkbox"/> Class A CDL |
| <input type="checkbox"/> Class B CDL |
| <input type="checkbox"/> Straight truck 24' w/ air brakes |

HAND TOOLS

- | | | |
|--|--|---|
| <input type="checkbox"/> Drill motor | <input type="checkbox"/> Hand belt sander | <input type="checkbox"/> Hand router |
| <input type="checkbox"/> Dovetail jig | <input type="checkbox"/> Lamello splining tool | <input type="checkbox"/> Jigsaw |
| <input type="checkbox"/> Sawzall | <input type="checkbox"/> Power planer | <input type="checkbox"/> Door hinge router & template |
| <input type="checkbox"/> Pneumatic nailers | <input type="checkbox"/> Hand clamps | <input type="checkbox"/> Orbital sander |
| <input type="checkbox"/> In-line sander | <input type="checkbox"/> Hand plane | <input type="checkbox"/> Wood chisels |
| <input type="checkbox"/> Skilsaw | <input type="checkbox"/> Mortise router | <input type="checkbox"/> Micrometer |
| <input type="checkbox"/> Vernier caliper | | |

STATIONARY MACHINES

- | | | |
|--|--|--|
| <input type="checkbox"/> CNC machining center | <input type="checkbox"/> Drillpress | <input type="checkbox"/> Ayen 32mm drilling unit |
| <input type="checkbox"/> Dowel insertion | <input type="checkbox"/> Continuous edgebander | <input type="checkbox"/> Spindle sander |
| <input type="checkbox"/> Bandsaw | <input type="checkbox"/> Unisaw | <input type="checkbox"/> Altendorf sliding panel saw |
| <input type="checkbox"/> CNC panel saw | <input type="checkbox"/> Crosscut saw | <input type="checkbox"/> Chopsaw |
| <input type="checkbox"/> Vertical panel saw | <input type="checkbox"/> Cut-off saw | <input type="checkbox"/> Straight-line rip saw |
| <input type="checkbox"/> Resaw | <input type="checkbox"/> Spindle shaper | <input type="checkbox"/> Sliding table shaper |
| <input type="checkbox"/> Tilting arbor shaper | <input type="checkbox"/> Pin router | <input type="checkbox"/> 7 head molder |
| <input type="checkbox"/> Profile knife grinder | <input type="checkbox"/> Jointer | <input type="checkbox"/> Thickness planer |
| <input type="checkbox"/> Frequency gluer | <input type="checkbox"/> Workrite welder | <input type="checkbox"/> Case clamp |
| <input type="checkbox"/> Wide belt sander | <input type="checkbox"/> Stroke sander | <input type="checkbox"/> In-line vibration sander |
| <input type="checkbox"/> Laminate splitter | <input type="checkbox"/> Toekick notcher | <input type="checkbox"/> Wood lathe |
| <input type="checkbox"/> Machine tool lathe | <input type="checkbox"/> Panel glue spreader | <input type="checkbox"/> Diehl veneer splicer |
| <input type="checkbox"/> Kuper veneer splicer | <input type="checkbox"/> Veneer guillotine | <input type="checkbox"/> Veneering Hot Press |
| <input type="checkbox"/> Cold press | <input type="checkbox"/> Frame press | <input type="checkbox"/> Double miter saw |
| <input type="checkbox"/> Edgesander | <input type="checkbox"/> Vacuum press | |

Please list any information that relates to your ability to perform the job which you have applied for, such as professional memberships, trade seminars or class completion certificates, hobbies, etc.:



APPLICATION FOR EMPLOYMENT – SECTION THREE

DISCLOSURE REGARDING CONSUMER REPORTS

Please be advised that one or more consumer reports may be obtained by Merritt Woodwork and/or its parent, affiliate, or subsidiary companies (collectively, “Merritt Woodwork”) for employment purposes prior to any offer of employment and prior to other employment decisions including decisions regarding promotion, reassignment or retention as an employee. These consumer reports may contain information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics, and mode of living. If Merritt Woodwork obtains an investigative consumer report, you may request in writing a complete and accurate disclosure of the nature and the scope of the investigation requested in the investigative consumer report. You may also request, in writing, a written summary of your rights under the Fair Credit Reporting Act.

Please sign the “Consent To Obtaining Consumer Reports” below to indicate that you authorize Merritt Woodwork to obtain these reports for employment purposes.

CONSENT TO OBTAINING CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

1) I have read the above “Disclosure Regarding Consumer Reports” and hereby authorize Merritt Woodwork and/or its parent, affiliate, or subsidiary companies (collectively, “Merritt Woodwork”) to obtain consumer reports, including investigative consumer reports, concerning me for employment purposes, which purposes include evaluating me for employment, promotion, reassignment or retention as an employee, or any other employment purpose, at all times during the pendency of my employment application and, if I am hired, throughout the duration of my employment period. If I am hired, this authorization shall remain on file and shall serve as ongoing authorization for Merritt Woodwork to procure consumer reports, including investigative consumer reports, for lawful purposes at any time during my employment period.

2) I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments of motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for employment purposes. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind of nature, whether known or unknown, which may at any time accrue to me on account of information obtained pursuant to this authorization.

Social Security Number

Signature

Drivers License Number

Print Name

Date



REFERENCE RELEASE FORM

Former Employer: _____

Applicant Name: _____

Social Security No.: Dates Employed: _____

The above named applicant is being considered for employment with Merritt Woodwork and has listed your organization as a former employer. When it comes to hiring a new employee, there is no question that input from a former employer is invaluable. As a leading manufacturer of woodwork, it is crucial that each employee we hire has the right qualifications and work experience to perform as needed. We would greatly appreciate your completing this Verification and Reference Check form and returning it to us. Thank you for your contribution to the *Merritt Woodwork* Quality Assurance Process.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including, but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Signature

Date

-----APPLICANT DO NOT WRITE BELOW THIS LINE-----

Record of Employment

Position held: _____ Dates Employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire Yes No

Evaluation 5 = Greatly exceeded expectations, 4 = Somewhat exceeded expectations, 3 = Met expectations, 2 = Failed to meet expectations, 1 = Unacceptable, 0 = Not applicable

	5	4	3	2	1	0	Additional Comments:
Attendance	___	___	___	___	___	___	_____
Punctuality	___	___	___	___	___	___	_____
Quality of Work	___	___	___	___	___	___	_____
Productivity	___	___	___	___	___	___	_____
Job Knowledge	___	___	___	___	___	___	_____
Accuracy	___	___	___	___	___	___	_____
Adaptability	___	___	___	___	___	___	_____
Initiative	___	___	___	___	___	___	_____
Dependability	___	___	___	___	___	___	_____
Attitude	___	___	___	___	___	___	_____
Overall Performance	___	___	___	___	___	___	_____
Comments	_____						

Signature _____ Title _____ Date



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Attendance	___	___	___	___	___	___	_____
Punctuality	___	___	___	___	___	___	_____
Quality of Work	___	___	___	___	___	___	_____
Productivity	___	___	___	___	___	___	_____
Job Knowledge	___	___	___	___	___	___	_____
Accuracy	___	___	___	___	___	___	_____
Adaptability	___	___	___	___	___	___	_____
Initiative	___	___	___	___	___	___	_____
Dependability	___	___	___	___	___	___	_____
Attitude	___	___	___	___	___	___	_____
Overall Performance	___	___	___	___	___	___	_____
Comments	_____						

Signature _____ Title _____ Date _____



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Signature

Date

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	5	4	3	2	1	0	Additional Comments:
Attendance	___	___	___	___	___	___	_____
Punctuality	___	___	___	___	___	___	_____
Quality of Work	___	___	___	___	___	___	_____
Productivity	___	___	___	___	___	___	_____
Job Knowledge	___	___	___	___	___	___	_____
Accuracy	___	___	___	___	___	___	_____
Adaptability	___	___	___	___	___	___	_____
Initiative	___	___	___	___	___	___	_____
Dependability	___	___	___	___	___	___	_____
Attitude	___	___	___	___	___	___	_____
Overall Performance	___	___	___	___	___	___	_____
Comments	_____						

Signature _____ Title _____ Date