

Classic Building Specialties, Inc.
APPLICATION FOR EMPLOYMENT

Personal Information

Date _____ Social Security Number _____

Name _____
Last First MI

Address _____
Street City State Zip

Phone (_____) _____ (_____) _____ Are you over 18? Yes No
Home Work

Were you referred by anyone in the company? Yes No Their name _____

E-Mail Address _____

Employment Desired

What kind of work are you applying for? _____

I am interested in Full Time Part Time Summer Only

Date you can start _____ Salary Desired _____

Currently employed? Yes No May we contact your current employer? Yes No

Education

	Name & Address of School	Highest grade completed	Graduated		Major subjects	Avg. grades
			Yes	No		
High School						
College						
Other Schools Attended (military, trade, business)						

General Information

Have you ever applied to this company before? Yes No

Do you have a driving record with less than 2 points? Yes No

How did you learn of employment opportunities at this company?

Referred by staff member Newspaper Other _____

Experience

Begin with your most recent employer, account for all periods of time, provide ALL information requested. Attach additional sheets if needed.

Employer _____ Telephone_(____)_____

Address _____ Zip Code _____

From _____ To _____ Starting Salary _____ Ending Salary _____
Month/Year Month/Year

Name and Title of Supervisor _____ Your Title or Position _____

Duties: _____

Reason for leaving or desiring to leave _____

Employer _____ Telephone_(____)_____

Address _____ Zip Code _____

From _____ To _____ Starting Salary _____ Ending Salary _____
Month/Year Month/Year

Name and Title of Supervisor _____ Your Title or Position _____

Duties: _____

Reason for leaving _____

Employer _____ Telephone_(____)_____

Address _____ Zip Code _____

From _____ To _____ Starting Salary _____ Ending Salary _____
Month/Year Month/Year

Name and Title of Supervisor _____ Your Title or Position _____

Duties: _____

Reason for leaving _____

References

List four references we may contact. As many as possible should be former supervisors (or instructors) who have knowledge of your qualifications for the position for which you are applying. Give complete names, telephone numbers and addresses, including zip codes. Do not list relatives.

Name	Address	Telephone		How do they know you?	Years Known
		Home	Business		

Please Read Each Of The Following Paragraphs Carefully Before Signing This Application

1. I affirm that the information given by me in this application is correct and complete to the best of my knowledge and belief.
2. I understand that any misrepresentation or omission of fact in this application will constitute sufficient reason for terminating my candidacy, or, if employed, for my immediate dismissal.
3. **UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**
4. As a condition of my employment, if requested, I agree to submit to testing to determine if I use illegal controlled substances (drug testing). Furthermore, I understand that, if I am employed, I may be asked to undergo additional drug testing and I hereby agree to do so. All drug testing shall be done at the expense of the company.
5. I authorize the organizations and persons named by me in this application to provide any information they may have about me to Classic Building Specialties, Inc. I understand that the company will conduct an MVA and criminal background investigation on me prior to extending an offer of employment.
6. Many jobs within the company require driving company vehicles. I understand that if, for any reason, I am not insurable under the company's automobile insurance policy, my candidacy or employment may be terminated.
7. I understand that if I am hired I will be an employee-at-will. No deviation from the company's employee-at-will policy is valid without the express written authorization of the President of Classic Building Specialties, Inc.

I have read, understand, and agree to all of the above provisions.

Signature

Date
