

# American Window & Glass, Inc. and American Wholesalers, Inc.

## Application for Employment

Thank you for your interest in employment with American Window & Glass, Inc. and/or American Wholesalers, Inc. Please complete all sections of the application form so that your qualifications may be fully considered. It is the policy of the company to be in full compliance with all applicable federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, color, sex, religion, disability, age, national origin, genetic information, or veteran status.

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Cell Phone: ( ) \_\_\_\_\_ Other Message Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_ Salary desired: \_\_\_\_\_

If records are in another name(s), please list: \_\_\_\_\_

Are you 18 years of age or older? (Individuals who are 14 – 17 years of age may be required to provide a work permit.)

\_\_\_ Yes \_\_\_ No

Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment.)

\_\_\_ Yes \_\_\_ No If no, please explain: \_\_\_\_\_

Have you ever been convicted of any crime or offense other than for minor traffic violations? (Conviction of a crime is not an automatic disqualification for employment. All factors will be considered.)

\_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_

I am seeking (check all that are applicable):

- Full-time
- Part-time

I am willing to work:

- Days (1<sup>st</sup> shift)
- Evenings (2<sup>nd</sup> shift)
- Nights (3<sup>rd</sup> shift)
- Split Shifts
- Rotating Shifts
- Overtime

### Education

School	Name, City, State	Circle Last Year Completed	Degree		Course of Study
			Yes	No	
High School		9 10 11 12			
Business / Vocational School		9 10 11 12			
College – Undergraduate		1 2 3 4			
Graduate School		1 2 3 4			
Internships					

# Employment History

Beginning with your current / most recent employment, please complete the section below in full. Incomplete information could disqualify you from further consideration.

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
(mo / yr) (mo / yr)  
City/State Zip \_\_\_\_\_ Supervisor: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Amount of notice given: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
(mo / yr) (mo / yr)  
Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Amount of notice given: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
(mo / yr) (mo / yr)  
Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Amount of notice given: \_\_\_\_\_

Have you ever been discharged from a position or asked to resign from a position in lieu of being discharged? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

## Professional References

List individuals who can provide information about your employment, volunteer, or professional experiences. Please do not list supervisors who have already been identified on the previous page.

Name: _____	Company: _____
Occupation / Relationship: _____	Number of Years Known: _____
Message Phone: _____	Email: _____

Name: _____	Company: _____
Occupation / Relationship: _____	Number of Years Known: _____
Message Phone: _____	Email: _____

## Applicant Certification and Agreement

In exchange for the consideration of my job application by American Window & Glass, Inc. and/or American Wholesalers, Inc. (Company) I agree that:

\_\_\_\_\_(initials) Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of co-worker handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain a co-worker of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, WHICH MEANS THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations, and I understand that Company reserves the right to change wages, hours and working conditions as deemed necessary.

\_\_\_\_\_(initials) I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others about me as deemed appropriate by the Company, and hereby release the Company from any liability as a result of such contract.

\_\_\_\_\_(initials) I understand that any employment offer is contingent upon my providing, within three working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

\_\_\_\_\_(initials) I have read and reviewed the information provided in this application and the above statements. I certify that the facts and information set forth in this application, are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on the application, resume and any attachments (or on any required document) will be cause for denial of employment or termination of employment, regardless of when or how it was discovered.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_