

Mid-America Door Company
Instructions for Completing the Application

All Applicants:

We appreciate the fact that you have taken the time to complete an application for hire with the Company. In order for employment to be considered with the Company, “all” questions on the application must be completed. If the question does not apply to your circumstance mark “NA” (Not Applicable).

Work history should include employment for your last four employers, wage rates, dates and any other information requested. If there is a break in your employment (i.e., unemployed), note the period(s) of unemployment.

Failure to respond to any of the questions will result in your application not being reviewed for employment. If you are unsure at this time about dates, names, or wages, feel free to take the application home.

If additional space is needed to document any of the questions, ask for another application and complete only those sections where additional space is needed. If you require two applications, be sure to sign both applications.

Mid America Door requires that Steel toe boots/shoes and Safety glasses be worn in the plant. We will provide the first pair of Safety glasses upon hiring.



APPLICATION FOR EMPLOYMENT

All applicants will be subject to a drug test as part of the application procedure.

AN EQUAL OPPORTUNITY EMPLOYER

We consider all applicants without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, mental or physical disability, citizenship status, or membership in any other protected class.

PERSONAL INFORMATION

Date: ____/____/____

Name: _____
Last First Middle

Permanent Address: _____
Street City State Zip

Phone: (____) _____ Are you over 18 years of age? Yes No

If related to anyone in our employ, or Referred by Current Employee, state

Name and Department: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: ____/____/____ Wage / Salary Desired: _____

Shift Schedule Preference: Any Shift _____
 Day Shift M-F 7:00am – 3:30 pm _____
 Evening Shift M-F 3:30 pm – 12:00 am _____

Ever work for Mid-America? Yes No. If so, When? _____ Reason Left? _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Ever applied to this company before? Yes No If so, When? _____

During the last seven years (or since you were 18 years of age, whichever period is shorter), have you been convicted of a misdemeanor or a felony or convicted in a military court-martial? Yes No. If yes, state the crime and the date of conviction. (You may omit information regarding convictions that have been expunged or convictions for summary offenses. Note: A conviction will not necessarily disqualify any applicant).

If hired, can you provide documentation of your identity and eligibility for employment in the United States? Yes No. (You will be required, if hired, to complete an I-9 form.)

EDUCATION

	Name and Location of School	Number of Years Attended	Did you Graduate	Subjects Studied
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

APPLICATION FOR EMPLOYMENT (continued)

Name: _____

FORMER EMPLOYERS (List below your last four employers, starting with your most recent)

DATE, MONTH and YEAR	NAME and ADDRESS of EMPLOYER	SALARY	POSITION	REASON for LEAVING
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

REFERENCE: Give the name of three persons not related to you, whom you have known at least one year and have worked closely with.

	NAME	ADDRESS	PHONE NUMBER	YEARS ACQUAINTED
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Skills: Describe any specialized training, apprenticeship, or credentials that you deem pertinent to the job applying for. _____

IN CASE WE CAN NOT NOTIFY YOU PLEASE LIST AN ALTERNATE PHONE NUMBER OR MESSAGE PHONE:

Name Phone

APPLICATION FOR EMPLOYMENT (continued)

APPLICANT'S STATEMENT AND AUTHORIZATION
(Applicant should read carefully before signing)

I certify that all of the information provided in this application and during the interview process is true and complete. I understand that any misrepresentation or omission of facts called for in this application or during the interview process is cause for immediate dismissal.

I authorize Mid-America Door Company or its designee to conduct an investigation into any and all statements contained in this application and/or made during the interview process. I specifically authorize Mid-America Door Company or its designee to contact my former employers for references regarding my work performance and other information concerning my previous employment, including the dates of my employment, my job titles and responsibilities and my compensation. I hereby authorize my previous employers to respond to your requests and to provide you with the requested information, and I release all persons connected with any such request for information from all claims and liability which may arise from the release or use of such information.

I understand and agree that if I am employed, my employment will be for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time, for any reason, with or without cause, with or without notice, at the option of either Mid-America Door Company or myself. The provisions of this paragraph can only be modified by written agreement signed by the President.

I understand that as a condition of employment I may be required to submit to a medical examination and/or a drug screening, and I agree to submit to such examinations/tests.

I understand and agree that failure to pass such examination/testing may be cause for rescinding an offer for employment.

I also authorize Mid-America Door Company to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of its property or any other amounts which I may lawfully owe Mid-America Door Company, or for which I have received full consideration.

I understand that the Company can withhold from my pay, any or all costs of any physical examinations, including but not limited to blood, urine, breath, or other examinations or test for alcohol or drugs or other substance use, that may be requested by the Company, if my employment with the Company is terminated by the Company or me, within 6 months of employment.

Finally, if Mid-America Door Company accepts me for employment, I agree to abide by all of its policies and practices during my employment.

Applicant's signature _____

Date _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE: ___/___/___

DRUG SCREEN PERFORMED DATE: ___/___/___

RESULTS DATE: ___/___/___

DATE HIRED: ___/___/___

POSITION: _____

STARTING SALARY: _____

HIRING APPROVED BY: _____

HR Manager