

APPLICATION FOR EMPLOYMENT

LEGACY DECOR IS AN EQUAL OPPORTUNITY EMPLOYER ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, NATIONAL, ORIGIN, AGE OR DISABILITY.

IMPORTANT: THIS APPLICATION MUST BE FILLED OUT COMPLETELY, EVEN IF YOU HAVE SUPPLIED A RESUME. PLEASE PRINT LEGIBLY.

DATE			POSITION DESIRED			PHONE NO. (AREA CODE)											
LAST NAME		FIRST	MIDDLE	SOCIAL SECURITY NUMBER		MESSAGE PHONE											
PRESENT ADDRESS			CITY, STATE, ZIP			HOW LONG?											
PREVIOUS ADDRESS			CITY, STATE, ZIP														
POSITION DESIRED			DATE YOU CAN START		SALARY REQUIREMENTS												
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO														
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO				WHERE?		WHEN?											
EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO				WHERE?		WHEN?											
REASON FOR LEAVING																	
NAME OF THE LAST SUPERVISOR AT THIS COMPANY																	
WHO REFFERED YOU TO THIS COMPANY?																	
<input type="checkbox"/> EMPLOYMENT AGENCY			<input type="checkbox"/> NEWSPAPER ADVERTISING			<input type="checkbox"/> FRIEND		<input type="checkbox"/> WEBSITE									
<input type="checkbox"/> STATE EMPLOYMENT OFFICE			<input type="checkbox"/> COLLEGE PLACEMENT SERVICE			<input type="checkbox"/> WALK-IN		<input type="checkbox"/> OTHER									
COLLEGE OR UNIVERSITY																	
EDUCATIONAL INFORMATION																	
CIRCLE LAST GRADE COMPLETED IN ELEMETNARY OR HIGH SCHOOL					NAME AND LOCATION (CITY & STATE) OF LAST HIGH SCHOOL												
1	2	3	4	5	6	7	8	9	10	11	12	<input type="checkbox"/> GED					
NAME AND ADDRESS OF SCHOOL					GRADUATED		TYPE OF DEGREE		CURRICULUM			GRADE AVERAGE					
COLLEGE OR UNIVERSITY					<input type="checkbox"/> YES				MAJOR								
ADDRESS, CITY, STATE					<input type="checkbox"/> NO				MINOR								
COLLEGE OR UNIVERSITY					<input type="checkbox"/> YES				MAJOR								
ADDRESS, CITY, STATE					<input type="checkbox"/> NO				MINOR								
GRADUATE SCHOOL					<input type="checkbox"/> YES				MAJOR								
ADDRESS, CITY, STATE					<input type="checkbox"/> NO				MINOR								
OTHER TRAINING (TRADE, BUSINESS OR CORRESPNDENCE SCHOOL)					<input type="checkbox"/> YES												
					<input type="checkbox"/> NO												

SECURITY INFORMATION

IF YOU ARE OFFERED EMPLOYMENT, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?				
<input type="checkbox"/> YES <input type="checkbox"/> NO				
HAVE YOU BEEN CONVICTED— OTHER THAN MINOR TRAFFIC VIOLATIONS, FOR WHICH A PARDON WAS NOT GRANTED?				
IF YES, EXPLAIN. (CONVICTION WILL NOT AUTOMATICALLY BAR EMPLOYMENT.)				
<input type="checkbox"/> YES <input type="checkbox"/> NO				

CLERICAL/SHOP SKILLS

SHORTHAND	TYPING	10-KEY		NAME OFFICE MACHINES AND/OR SHOP CAN SET UP AND OPERATE
		BY SIGHT	BY TOUCH	
WPM	WPM			
PC SKILLS AND WORD PROCESSING EXPERIENCE (LIST SOFTWARE YOU ARE SKILLED IN)				

REFERENCES

YOU MUST GIVE THE NAMES OF THREE PERSONS WHOM YOU HAVE KNOWN AT LEAST ONE YEAR. PLEASE EXCLUDE RELATIVES AND FORMER EMPLOYERS.					
NAME	ADDRESS		PHONE	OCCUPATION	YRS.KNOWN
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NAME		ADDRESS		PHONE	OCCUPATION	YRS.KNOWN
U.S.MILITARY STATUS						
BRANCH			RANK			
DESCRIPTION OF RELEVANT SKILLS ACQUIRED DURING U.S. MILITARY SERVICE.						
WHAT SPECIAL OR PERSONAL FACTS SHOULD THE COMPANY KNOW ABOUT YOU? (exclude any that would indicate race, color, religion, national origin, sex, age, or disability & ancestry)						
SPECIAL TRAINING						
SPECIAL SKILLS						
RECORD OF EMPLOYMENT: FILL IN COMPLETELY, BEGINNING WITH PRESENT OR LAST POSITION.						
NAME OF PRESENT OR LAST EMPLOYER				TYPE OF BUSINESS OR COMPANY PRODUCT		
COMPLETE ADDRESS (INCLUDE STREET, CITY, STATE, ZIP)		PHONE NO(    )		STARTING DATE MO       YR	LEAVING DATE MO       YR	
NAME OF SUPERVISOR		SUPERVISOR'S TITLE		STARTING PAY	FINAL PAY	
YOUR JOB TITLE (PRESENT OR LAST)			REASON FOR LEAVING			
BREIF DESCRIPTION OF WORK AND RESPONSIBILITIES						
NAME OF NEXT PREVIOUS EMPLOYER				TYPE OF BUSINESS OR COMPANY PRODUCT		
COMPLETE ADDRESS (INCLUDE STREET, CITY, STATE, ZIP)		PHONE NO(    )		STARTING DATE MO       YR	LEAVING DATE MO       YR	
NAME OF SUPERVISOR		SUPERVISOR'S TITLE		STARTING PAY	FINAL PAY	
YOUR JOB TITLE (PRESENT OR LAST)			REASON FOR LEAVING			
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NAME OF SUPERVISOR		SUPERVISOR'S TITLE		STARTING PAY	FINAL PAY	
YOUR JOB TITLE (PRESENT OR LAST)			REASON FOR LEAVING			
BREIF DESCRIPTION OF WORK AND RESPONSIBILITIES						
PLEASE EXPLAIN ANY EXTENDED PERIOD OF UNEMPLOYMENT						
<b>CONDITIONS OF EMPLOYMENT:</b> I understand that false statements or omissions on this application or resume may result in dismissal at any time. I agree to a urinalysis drug screening, if required. I understand and agree that all information furnished on this application may be verified by EUBI or it authorized representative. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization or credit bureau to give EUBI all information, relative to such verification and hereby release such individuals, organizations, and EUBI from any and all liability for any claim or damage resulting therefrom.						
In consideration of my employment, I agree to conform to the rules and regulations of EUBI. I understand that any employment relationship is at will and may be terminated at any time, with or without cause, and with or without notice, at the option of either the Company or myself. I understand that only the President of EUBI has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.						
APPLICANT'S SIGNATURE: X_____				DATE: _____		
<b>NOTE:</b> If the job you are hired for requires a driver's license, you must furnish a copy of your driving record from the State Motor Vehicle Department.						
<b>FOR OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE</b>						
INTERVIEWED BY:				DATE:		