

WOODCRAFT INDUSTRIES, INC.

595 East Rolling Ridge Drive, Bellefonte, PA 16823
(814) 355-5000 www.woodcraftindustries.com

Employment Application

Woodcraft Industries, Inc., is an Equal Opportunity Employer. Race, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Personal Information:

Date: _____

Name (last name first) _____

Address _____

City/State/Zip _____

Telephone _____ Social Security No. _____

Employment Desired:

What kind of work or position are you applying for? _____

How did you hear about the company? _____

If hired, on what date could you start work? _____

Do you have specific wage requirements? _____

Education and Training:

Please list all schools you attended (beginning with high school) and any degrees, diplomas or certificates you received. Include military training and on-the-job training.

<u>School or Training Sponsor</u>	<u>Course of Study</u>	<u>Degree/Diploma/Certificate</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

What skills, certifications, training, experience or special qualifications do you possess that make you especially suited for the position desired?

(continued on back)

Employment History:

Please list all previous employers starting with your present or most recent position.

Name of Company _____

Address _____

Telephone _____ Dates of Employment _____

Your Position and Duties _____

Name of Your Last Supervisor _____

Starting Wage _____ Final Wage _____

Reason For Leaving _____

Name of Company _____

Address _____

Telephone _____ Dates of Employment _____

Your Position and Duties _____

Name of Your Last Supervisor _____

Starting Wage _____ Final Wage _____

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Name of Company _____

Address _____

Telephone _____ Dates of Employment _____

Your Position and Duties _____

Name of Your Last Supervisor _____

Starting Wage _____ Final Wage _____

Reason For Leaving _____

Please read and sign below. If there is any part of this statement you do not understand, please ask the interviewer about it before signing.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that omissions or misstatements of fact on this application or on any documents used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed.

I hereby authorize Woodcraft Industries, Inc., to investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand that nothing contained in the application or conveyed to me during any interview is intended to create an employment contract between me and Woodcraft Industries, Inc. In addition, I understand and agree that if I am employed, my employment relationship with the company is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite or determinable period and may be terminated at any time and for any reason at the option of either myself or Woodcraft Industries, Inc.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment. If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Pennsylvania driver's license and will be required to provide proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Woodcraft Industries' vehicle insurance, if required for my position.

Date _____ Applicant Signature _____