

# Employment Application

# Seigle's Cabinet Center

Seigle's Cabinet Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law.

<b>PERSONAL</b>	Last Name		First Name		Middle Initial	Social Security Number			
	Present Address		City	State	Zip	Telephone # with Area Code			
	Home Email Address					Work Phone # with Area Code			
	Position Desired	<input type="checkbox"/> full-time <input type="checkbox"/> part-time		Salary Desired		Willing to Travel ? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Are you at least 18 years or older?  Yes  No If not, will you be able to obtain the necessary working papers?  Yes  No

Are you either a U.S. Citizen or do you currently have unrestricted authorization to work for any employer in the U.S.?  Yes  No

List current or most recent employer first. Please note that base salary does not include bonus, commission, benefits, overtime, or other salary incentives. Identify all periods of time during which you were employed or attending school (e.g., military service). Please account for your entire employment history (including volunteer positions). Attach additional sheets of paper, if necessary.

<b>EMPLOYMENT</b>	1	Name of Employer		Address		HIRE DATE	DATE LEFT
		Your Position		Description of Duties		STARTING BASE SALARY	
		Supervisor's Name & Title		Supervisor's Telephone Number		CURRENT/LAST BASE SALARY	
		Reason for Leaving				OVERTIME/BONUS/COMMISSIONS/ETC	
	2	Name of Employer		Address		HIRE DATE	DATE LEFT
		Your Position		Description of Duties		STARTING BASE SALARY	
		Supervisor's Name & Title		Supervisor's Telephone Number		CURRENT/LAST BASE SALARY	
		Reason for Leaving				OVERTIME/BONUS/COMMISSIONS/ETC	
	3	Name of Employer		Address		HIRE DATE	DATE LEFT
		Your Position		Description of Duties		STARTING BASE SALARY	
		Supervisor's Name & Title		Supervisor's Telephone Number		CURRENT/LAST BASE SALARY	
		Reason for Leaving				OVERTIME/BONUS/COMMISSIONS/ETC	
	4	Name of Employer		Address		HIRE DATE	DATE LEFT
		Your Position		Description of Duties		STARTING BASE SALARY	
		Supervisor's Name & Title		Supervisor's Telephone Number		CURRENT/LAST BASE SALARY	
		Reason for Leaving				OVERTIME/BONUS/COMMISSIONS/ETC	

May we contact your current Employer?  Yes  No If no, your current Employer will only be contacted with your consent or after you have given notice of resignation.

EDUCATION	SCHOOLS	NAME AND LOCATION	AREAS OF STUDY		# of Yrs. Completed	Did You Graduate?	Degree Awarded
			Major(s)	Minor(s)			
	High School					Y / N	
	College/University					Y / N	
	Graduate, Business or Other					Y / N	

Professional Licenses and Designations Held or Pursuing (specify): _____	Language Proficiencies (read/speak/write): _____
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	Relevant Office Skills/Software: _____ _____
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	Referred by: <input type="checkbox"/> Job Posting <input type="checkbox"/> Former Employee <input type="checkbox"/> Advertisement <input type="checkbox"/> College Recruiting <input type="checkbox"/> Agency/Executive Search <input type="checkbox"/> Internet <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee Referral  <input type="checkbox"/> Referring Employee: _____ Are you related to a current employee of Seigle's Cabinet Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide employee's name, company and department and your relationship to the employee. _____ _____ This information will be used for job placement purposes, consistent with applicable law.
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	Have you ever been employed by Seigle's Cabinet Center? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please specify the company name, location, dates, and last position: _____ _____  Reason for Leaving: _____
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	Have you ever been convicted of or have you pleaded guilty to a felony or misdemeanor (exclude minor traffic offenses or convictions which have been sealed or expunged)? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please explain: _____ _____  * A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent consistent with applicable law.
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**Read each of the statements carefully and affirm that you understand and consent to them by signing at the bottom of the page. Please date your signature.**

**False Application** False answers or omissions to questions or false statements or omissions made on this application, during interviews or in your resume, or in supplement thereto, including, but not limited to, with respect to duties, responsibilities, job title or salary and bonus information, may invalidate your application or, if you are hired, may be grounds for discharge from employment.

**Employment is "At Will"** Employment at Seigle's Cabinetry, Inc. is for an indefinite and unspecified duration. If you are hired, you may leave employment at will, and the Company may discharge you or any or all other employees at any time, without notice, and for any reason not prohibited by law. The preceding sentence may not be changed or superseded by any oral or written statement, Company manual, policy, or benefit plan, and may only be changed or superseded by a written, formal restatement of the employment relationship by the Chairman or President of the Company. The Company disavows any oral or any other written statements to the contrary, and you should not now or in the future rely on any such statements with respect to your employment.

**Handbooks, Manuals, Policies, Procedures, Benefits, Etc.** The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy, procedure, practice, condition, or process affecting employees. Descriptions of these that may be contained in any handbook, manual, policy, and the like are for informational purposes and are not intended to be, nor should they be construed to constitute, an employment contract, an offer of initial or continuing employment, or a promise or a guarantee made by the Company.

**Immigration Reform and Control Act (IRCA)** This federal law prohibits the employment of unauthorized aliens and further requires that, if you are hired, Marsh USA Inc. verify your identity and your authority to work in the United States on a Form I-9, even if you are a U.S. citizen. This must be done within three days from when you begin employment. You are responsible for obtaining and providing the documentation required to perform the verification. Failure to provide required information will result in termination of employment. [Information concerning the verification procedure and requirements is available upon request.]

**Medical/Substance Abuse Testing** In applying for and during employment, you agree to voluntarily participate and cooperate, if so requested by the Company and as not prohibited by applicable law, in 1.) blood, urine, or other forms of testing to determine the presence of controlled drugs, illegal substances, or alcohol, and 2.) post-offer medical physical examinations. Such tests or examinations will be performed by qualified medical professionals selected by the Company, and you hereby authorize them to release the results of these tests or exams to Seigle's Cabinetry, Inc..

**Authorization** I voluntarily give Seigle's Cabinetry, Inc. or its authorized agent the right to make any investigation of my background deemed necessary by them including, but not limited to, my present and former employment, my educational background, and my personal or professional references; and I hereby authorize those persons or institutions contacted by Marsh USA Inc. or its agents to provide the information requested, including the reasons for termination of my employment, work performance, and other information pertinent to my qualifications for employment. Any offer of employment is contingent upon the successful completion of the Company's total pre-employment screening process.

Applicant's Signature	Date