

Personal

Social Security # (optional) _____

Name: _____
Last First MI

Home Telephone () _____

Address: _____
Street City State/Zip

Other Telephone () _____

Position

Position: _____ Desired Salary: _____ Date: _____

Applying for:	Able to work overtime as required?
<input type="checkbox"/> Full Time	<input type="checkbox"/> Yes
<input type="checkbox"/> Part Time	<input type="checkbox"/> No
<input type="checkbox"/> Temporary	

Referral Source:
<input type="checkbox"/> Advertisement: _____
<input type="checkbox"/> Friend/Relative: _____
<input type="checkbox"/> Other Source: _____

Education

School	Dates Attended (optional)	GPA	Area of Study
High School:			
Trade School:			
College/Other:			

Skills

_____	_____	_____
_____	_____	_____
_____	_____	_____

References

Please provide at least two (2) professional references

Name	Telephone Number	Relationship	Years Known
	()		
	()		
	()		

Additional Information

Have you submitted an application here before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, provide date: _____
Have you ever been employed here before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, provide date: _____
If you are under 18, can you furnish a work permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If no, please explain: _____
Are you legally eligible for employment in the US?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
Have you ever been bonded?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
Have you ever been convicted of a felony?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____

If yes, please explain: _____

Conviction will not necessarily disqualify applicant from employment.

Do not list the following:

Arrests or detentions that did not result in conviction;

Convictions for which the record has been ordered sealed, expunged, or statutorily eradicated;

Misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed;

Any arrest for which pretrial diversion program has been completed; or

Any misdemeanor marijuana conviction more than two years old.

PROCESSING PURPOSES ONLY
Rec'd:
Notified:
Responses:

****PLEASE COMPLETE REVERSE SIDE****

Employment History

Employer: _____	Supervisor: _____
Address: _____	Title: _____
_____	Telephone: _____
Job Title: _____	Dates Employed: _____
Job Duties: _____	Starting Salary: _____
Reason for Leaving: _____	Ending Salary: _____

Employer: _____	Supervisor: _____
Address: _____	Title: _____
_____	Telephone: _____
Job Title: _____	Dates Employed: _____
Job Duties: _____	Starting Salary: _____
Reason for Leaving: _____	Ending Salary: _____

Employer: _____	Supervisor: _____
Address: _____	Title: _____
_____	Telephone: _____
Job Title: _____	Dates Employed: _____
Job Duties: _____	Starting Salary: _____
Reason for Leaving: _____	Ending Salary: _____

Employer: _____	Supervisor: _____
Address: _____	Title: _____
_____	Telephone: _____
Job Title: _____	Dates Employed: _____
Job Duties: _____	Starting Salary: _____
Reason for Leaving: _____	Ending Salary: _____

I authorize Taylor Trim Management, Inc. to contact the above listed employers with the following exceptions:	
Do not contact: _____	Reason: _____
_____	_____
_____	_____

Signature

I hereby certify that the information I have stated on this application is true and correct. If employed, I agree to comply with all Company rules and regulations. I understand that if employed, I will have access to acquire knowledge of and be entrusted with many confidential details about the Company and its customers and that break of such confidentiality on my part may be cause for termination of employment. I understand that employment is not for a specific term and can be terminated by the employee or by the Company at any time for any reason, with or without cause. I authorize my former employers to supply any information they may have regarding my previous employment records, and release them from all liability in issuing same. If upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal. I understand that if I am hired, I will be required to provide government-required documents showing my identity and legal authorization to work in the U.S.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER -- It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment.