



Application For Employment

Date: _____

Full Name:

Social Security Number:

Telephone Number:

Street Address:

APT #

City:

State:

Zip Code:

Email Address:

Position Desired: Assembly
 Mill
 Shipping
 Other
 Ellsworth, WI

Expected Pay:

Shift Preferred (check all that apply)

Hastings (3005 Millard, Hastings MN)

1st shift (5:00 AM to 3:00 PM Mon-Thurs)

2nd Shift (3:00 PM to 1 AM Mon-Thurs)

Ellsworth (412 Industrial Road, Ellsworth WI)

1st Shift (6:00 AM to 4:00 PM Mon-Thurs)

Do you want:	Full Time	Part Time	Temporary	Friday
Are you willing to work overtime?	Yes	No	If yes, what days?	Saturday
Are you willing to work holidays?	Yes	No		Sunday

Are you legally able to be employed in the U.S.?	Yes	No
Do you have reliable transportation to work?	Yes	No
Are you 18 years of age or older?	Yes	No
How did you hear about this opportunity?		
Current Employee	Former Employee	Advertisement
Other (Please Explain)		Drop- In

Education:

High School:	GED	Student	Graduated	Year
College:	Highest Level	Student	Graduated	Year
Vo-Tech/Trade:	Highest Level	Student	Graduated	Year

Please list any special skills or abilities you possess, any classes you might have taken, any fields of study, etc that would be important to mention. List any opportunities you have had or just anything you wish for us to know about you.

Personal references: Two references other than relatives or previous employers.

Name:

Name:

Position:

Position:

Company:

Company:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

How long you have known them:

How long you have known them:



Consent and Release Form

As an applicant desiring employment with Quality One Woodwork, LLC, you are required to read and sign this form. Failure to sign will result in your being barred from further consideration for employment with this company.

Drug and Alcohol Test: Quality One Woodwork, LLC, strives to promote the health, well-being, productivity and integrity of all its employees. Quality One Woodwork, LLC, also recognizes the problems and safety hazards that drugs and alcohol have on today's working environment. Being under the influence of drugs or alcohol on the job poses a serious safety and health risk, not only to the user, but to all those working with the user. It is the intent of this policy to create and maintain a safe, drug-free work environment.

Consistent with our objective to maintain a drug-free workplace, we require all applicants accepted for employment to pass a drug and alcohol test as part of our application process. All offers of employment are contingent upon satisfactory result of a drug screening test. If you are hired by Quality One Woodwork, LLC, you may be required, from time to time, to submit to drug and alcohol screening tests to determine compliance with the company's policy to provide a drug-free workplace. Cooperation in submitting to such tests is a condition of employment, and failure to cooperate will be grounds for immediate termination. Please read the following instructions and information carefully.

Notice: A confirmation drug test using an alternative testing method will be performed on samples that test positive. IN THE EVENT BOTH TESTS ARE POSITIVE, THE APPLICANT MAY BE REMOVED FROM FURTHER CONSIDERATION FOR EMPLOYMENT FOR SIX (6) MONTHS. HOWEVER, THE APPLICANT MAY EXPLAIN THE PRESENCE OF ANY DRUG OR ALCOHOL AND PROVIDE APPROPRIATE SUBSTANTIATION.

Applicant: I certify that all facts contained in the application and my resume, if submitted, are true and complete to the best of my knowledge. I understand that giving false or misleading information on this application will result in the immediate revocation of any job offer.

I am aware of my rights under federal and state anti-discrimination laws and understand that I am not required to provide answers to any questions which identify my race, sex, religion, marital status, sexual orientation or any other classification prohibited by law. I am aware that Quality One Woodwork, LLC is an equal opportunity employer and any such information voluntarily provided will not be the basis for an employment decision. I understand that any offer of employment at Quality One Woodwork, LLC is on an at-will basis and that either I, or Quality One Woodwork, LLC, may terminate the relationship at any time, with or without cause.

I have read and understand these requirements. I accept the conditions for consideration of employment and, if employed, as a condition of continued employment. I consent to the requirements of the background check and drug and alcohol screen tests. The testing agencies are authorized, by me, to provide the results of such test to the company. I understand that the results of such tests will remain the property of Quality One Woodwork, LLC, and will not be used for any unauthorized purpose. I further agree to hold the testing company and/or Quality One Woodwork, LLC, its agents, directors, officers and employees harmless from any and all liability in connection with such tests. I understand that nothing in this consent constitutes a guarantee of or creates a contract of employment.

Print your name:

Sign: _____

Date: _____



3005 Millard Ave. Hastings, Minnesota. 55033

Phone: 651-480-8351

Fax: 651-480-32235

To: Human Resource Department or Supervisor

From:

Dear Former Employer:

I am currently applying for a position at Quality One Woodwork, LLC. I understand that I am entitled to certain privacy rights regarding information about my work history and performance. In the interest of full disclosure, I am hereby giving you permission to discuss my job history and performance fully and honestly with a representative from Quality One Woodwork, LLC. This request constitutes a release of liability for any information you may disclose to Quality One Woodwork, LLC, in good faith regarding my tenure at your place of business.

Signed: _____ Date: _____

Confidentiality Statement: The information contained in this transmission is confidential and legally privileged. It is intended only for the recipient(s) named above. If you are not named above, or not an agent of the recipient, then you have received this in error, and to review, distribute or copy this transmission or its attachments is strictly prohibited by federal law. If you have received this in error, please notify the sender by email or fax reply immediately. Any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited.