

NORTH AMERICAN EMBROIDERY

Employment Application



North American Embroidery is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, marital status, veteran or military status, disability, genetic information, or any other characteristic protected under state or federal law.

APPLICANT INFORMATION									
Last Name			First				Middle Initial		
Street Address							Apartment/Unit #		
City			State		ZIP				
Phone			E-mail Address						
Date Available			Desired Salary						
Position Applying for									
Are you able to perform the essential functions of this position, with or without reasonable accommodation?								YES	NO
Are you able to work any shift, including weekends?		YES	NO	Are you able to work overtime?			YES	NO	
Are you legally authorized to work in the United States?								YES	NO
Have you ever worked for this company?		YES	NO	If so, when?					

EMPLOYMENT HISTORY Please list your most recent employer first, including U.S. Military Service.									
Company					Phone Number				
Address					Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES	NO			
Company					Phone Number				
Address					Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES	NO			

EMPLOYMENT HISTORY (CONTINUED)										
Company				Phone Number						
Address				Supervisor						
Job Title				Starting Salary		\$		Ending Salary		\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES		NO				
Company				Phone Number						
Address				Supervisor						
Job Title				Starting Salary		\$		Ending Salary		\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES		NO				
Company				Phone Number						
Address				Supervisor						
Job Title				Starting Salary		\$		Ending Salary		\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES		NO				
Company				Phone Number						
Address				Supervisor						
Job Title				Starting Salary		\$		Ending Salary		\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your previous supervisor for a reference?				YES		NO				
GENERAL EMPLOYMENT INFORMATION										
Have you ever been discharged or asked to resign from a job?								YES	NO	
If yes, explain										
Have you worked under any other names?		YES	NO	If yes, name(s):						

GENERAL EMPLOYMENT INFORMATION (CONTINUED)

Have you ever been convicted of a crime? (Do not include traffic tickets)					YES	NO
If yes, explain	Charge:		Date:		Disposition:	
	Charge:		Date:		Disposition:	

(Note: Conviction of a crime(s) will not necessarily disqualify you from employment.)

EDUCATION Please indicate education or training which you believe qualifies you for the position you are seeking.

School	Name of School	Graduated		Major / Courses Taken	Degree
		Yes	No		
High School					
College					
Graduate School					
Trade or Business					
Trade or Business					

PROFESSIONAL REFERENCES List three professional references.

Full Name		Relationship	
Company		Phone	
Address		Email	
Full Name		Relationship	
Company		Phone	
Address		Email	
Full Name		Relationship	
Company		Phone	
Address		Email	

APPLICANT CERTIFICATION & AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize North American Embroidery to verify its accuracy and to obtain reference information on my work performance. I hereby release north American Embroidery from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision made on such information.

I understand that, if employed, falsified statement of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, procedures, rules, and regulations of employment of North American Embroidery. However, I further understand that neither the policies, procedures, rules, and regulations of employment or anything during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or North American Embroidery may terminate my employment at any time, with or without notice or cause.

Signature		Date	
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