

Note to the applicant: This is an application only and does not constitute an employment contract. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status. All applications must be filled out completely to be considered for employment. A post-offer, pre-employment physical and drug screen are required. This application will remain active for only 90 days from the date above. If you have not heard from Pella Products of KC after 90 days and you still wish to be considered for employment, you will need to fill out and submit a new employment application

APPLICATION FOR EMPLOYMENT

P Last Name _____ First _____ Middle _____ Date _____

E Street Address _____ Home Telephone _____

R City, State, Zip _____ Business Telephone _____

S Have you ever applied for employment with us? ____ Yes ____ No If Yes: Month & Year _____

O If Yes: Location _____ Social Security # _____

N Position Desired _____ Pay Expected _____

A Are you available to work: ____ Full Time ____ Part Time ____ Shift Work ____ Temporary

L Will you work overtime if asked? ____ Yes ____ No

Are you legally eligible for employment in the United States? ____ Yes ____ No

When will you be available to begin work? _____

Other special training or skills (languages, Machine operation, etc.) _____

E School: Name and Location of School Course of Study #of years completed Did you graduate?

D Graduate _____ Yes

U _____ No

C College _____ Yes

A _____ No

T Business/Trade/ _____ Yes

I Technical _____ No

O High School _____ Yes ____ No

N Elementary _____ Yes ____ No

Employment

Please give accurate, complete full-time and part-time employment record.
Start with your present or most recent employer.

1 Company Name _____ Telephone _____

Address _____ Employed-(Month and Year)
From _____ To _____
Name of Supervisor _____ Weekly pay: Start _____ Last _____
Describe Your Work _____ Reason for leaving _____

2 Company Name _____ Telephone _____

Address _____ Employed-(Month and Year)
From _____ To _____
Name of Supervisor _____ Weekly pay: Start _____ Last _____
Describe Your Work _____ Reason for Leaving _____

3 Company Name _____ Telephone _____

Address _____ Employed-(Month and Year)
From _____ To _____
Name of Supervisor _____ Weekly pay: Start _____ Last _____
Describe Your Work _____ Reason for Leaving _____

4 Company Name _____ Telephone _____

Address _____ Employed-(Month and Year)
From _____ To _____
Name of Supervisor _____ Weekly pay: Start _____ Last _____
Describe Your Work _____ Reason for Leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s): _____

Reasons(s): _____

MILITARY

Did you serve in the U.S. Armed Forces? _____ Yes _____ No

If Yes, in what Branch? _____

Describe any training received relevant to the position for which you are applying. _____

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

(Exclude those which may disclose your race, color, religion, or national origin.)

GENERAL

Are you at least 18 years of age? Yes _____ No _____. If no, then can you after employment, submit a work permit? Yes _____ No _____.
Child Labor laws prohibit employment of individuals under the age of 18 in certain occupations considered to be hazardous.

Describe your driving history (include all moving violations). _____

Do you have a valid drivers license? Yes _____ No _____. Driver License Number _____

Name as it appears on license _____ State _____

Have you ever been convicted of a crime including misdemeanors and summary offenses in the last 7 years? Yes _____ No _____. If Yes please explain. _____

I hereby give Pella Products of Kansas City the right to make a thorough investigation of my past employment, education and activities and I release from all liability, all persons, companies and corporations supplying such information. I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I authorize any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Pella or its agent, to furnish any such information, I indemnify Pella Products of Kansas City against any liability which might result from making such an investigation. I understand that any false answer, statements, or implications made by me in this application or other required documents shall be considered sufficient cause for denial for employment, or discharge. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, without cause, and Pella Products of Kansas City retains a similar right. I further understand that it is Pella Products of Kansas City's policy that, among other reasons for job termination, illegal use of drugs, or the use of alcohol on the job, will be grounds for termination, and I further agree that should Pella Products of Kansas City become aware of any relationship between my job performance, or public safety and any use of drugs or alcohol by me that I consent to participate in any testing procedures available at that time tending to verify my use or nonuse of drugs or alcohol.

I also understand that I am required to abide by all rules and regulations of the company and as they may be changed from time to time.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant _____ Date: _____

**DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING
PROCUREMENT OF AN INVESTIGATIVE CONSUMER REPORT**

In connection with your application for employment, please be advised that we may conduct a reference check. This reference check, also known as an investigative consumer report, may include information as to your character, general reputation, personal characteristics and mode of living. This information may be obtained by contacting your previous employers and/or references supplied by you or others.

Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is later.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

**DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING
PROCUREMENT OF A CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Legal Name _____
(Please print)

Applicant's Address _____

City / State / Zip: _____

Signature: _____

Social Security Number: _____