



100%
Employee
Owned

_____Applying for:
D&A Door & Specialties

_____Applying for:
D&A Glass Company

An Equal Opportunity Employer

Each question should be answered completely. No action will be taken on this application until all questions have been answered. Please write legibly. **DO NOT** substitute "See Resume" for information requested on the application form. **PLEASE PRINT**, except for the required signature. All information provided will be available only to persons who have a "need to know" or as required by law. The Company will make reasonable accommodation in the application and interview process for any disabled applicant who may need it. This application is valid **ONLY** for the position listed below.

This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Applicant Information

NAME (Print) _____ TODAY'S DATE _____
Last First Initial

PRESENT ADDRESS _____ TEL. NO. _____
No. Street City State Zip Day Evening

Position applied for? _____ When are you available for employment? _____

Type of employment desired? Full Time Part Time Seasonal Temporary

Referral Source: Walk In Employee, if so Who? Advertisement: Website: Other:

Will you work overtime if required? YES NO *If No, Please Explain:*

Will you travel if job requires it? YES NO *If No, Please Explain*

Will you relocate if job requires it? YES NO *If No, Please Explain*

After reviewing the job description for the position to which you have applied are you able to perform the essential job functions with or without reasonable accommodation? Yes _____ No _____

Have you ever been previously employed by the Company? _____ Yes _____ No

If Yes, give dates employed and reason for leaving: _____

IDAHO CANDIDATES ONLY (OR, WA AND CA APPLICANTS SHOULD NOT ANSWER THIS QUESTION, BUT WILL BE ASKED THIS AT TIME OF INTERVIEW, IF CONDUCTED) Have you ever been convicted, entered a plea of no contest or received a withheld judgment for any criminal offense (misdemeanor or felony)? Yes ___ No ___ (A conviction will not necessarily disqualify an applicant.)

If yes, please explain each conviction: _____

Are you under 18 years of age? Yes ___ No ___

Are you authorized to work in the United States? Yes ___ No ___ (Federal Law requires proof of identity and employment authorization for all new employees.)

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company? Yes ___ No ___ If Yes, Please Explain: _____

For Driving Positions Only: Do you have a valid driver's license? Yes ___ No ___ License Number and State Issued: _____

Record of Employment (Use Additional Sheets if Necessary)

1. Name of Current/Most Recent Employer		Address		Telephone	Type of Business
Dates Employed		Reason for Leaving	Supervisor's Name and Title		
From	To				
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact your current employer? Yes _____ No _____

2. Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Reason for Leaving	Supervisor's Name and Title		
From	To				
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

3. Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Reason for Leaving	Supervisor's Name and Title		
From	To				
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

4. Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Reason for Leaving	Supervisor's Name and Title		
From	To				
Mo. Yr.	Mo. Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					

Education & Related Skills

EDUCATION (Circle last year completed)

SCHOOL NAME

MAJOR SUBJECTS

High School 1 2 3 4 _____ _____

College 1 2 3 4 _____ _____

Other job-related education _____

Summarize any special **job-related** training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying:

Computer Skills: (Check appropriate boxes, include software titles and years of experience)

<input type="checkbox"/> Microsoft Word	Years	<input type="checkbox"/> Microsoft Excel	Years
<input type="checkbox"/> Publisher	Years	<input type="checkbox"/> Outlook	Years
<input type="checkbox"/> Access	Years	<input type="checkbox"/> Adobe	Years
<input type="checkbox"/> Auto Cad	Years	<input type="checkbox"/> Publisher	Years
<input type="checkbox"/> Other	Years	<input type="checkbox"/> Windows Explorer Files	Years

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Applicant Statement

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, and that such information may be developed through personal interviews with third parties. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records. I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records. I understand that any job offer that may be extended to me will be contingent upon the successful completion of a drug and alcohol test.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without material omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. **I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.**

I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

Date

Signature of Applicant