

General Woodcraft, Inc. 531 Broad St., New London CT 06320

Online Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and or interview process should notify a representative of the Human Resources Department.

Name: _____ Social Security# _____

Address: _____

Telephone #: (____) _____ Mobile # (____) _____ Email Address _____

Position(s) applied for: _____ Date of Application _____

Have you ever been employed here before? _____ Have you ever been bonded? _____
If **yes**, give dates. _____

Are you legally eligible for employment in this country? _____

Date available for work: _____

Type of employment desired: _____ Full Time _____ Part Time _____ Seasonal _____ Temporary

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates Employed: From	To
Street Address	City	State	
Starting Job Title/ Final Job Title			
Immediate supervisor and title (for most recent position held) May we contact for reference? Y or N			
Why did you leave?			
Summarize the type of work performed and job responsibilities.			

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Skills and Qualifications

Summarize any special training, skills, licenses and or certificates 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)

Word Processing _____	#Yrs _____	Internet _____	#Yrs _____
Spreadsheet _____	#Yrs _____	Other _____	#Yrs _____
Presentation _____	#Yrs _____	Other _____	#Yrs _____
E-Mail _____	#Yrs _____	Other _____	#Yrs _____

Educational Background

Starting with your most recent school attended, provide the following information. Do not provide actual dates.

School (include city & state)	Years Completed	Completed	Diploma/Degree / Certification	Major / Minor

References

List name and telephone number of three business / work references who are not related to you.

Name	Title	Relationship to You	Telephone	# of Years Known

Related Information

To what job-related organizations (professional, trade, etc) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve national guard or any other similarly protected status.

Organization Name	Offices Held

List Special accomplishments, publications, awards etc.

To what job-related organizations (professional, trade, etc) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers? Yes, or No _____

If **yes**, please explain:

Is there any other job-related information you want us to know about you?

Applicant Statement

I certify that all information I have provided to apply for secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employee, or representative, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read fully, understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ **Date:** _____