



Application for Employment

Hickory Furniture LLC complies with state and federal laws regarding equal employment opportunity. Qualified applicants are considered for all positions without regard to race, color, creed, religious belief, age, sex, national origin, physical or mental handicap, and participation in military service or any protected status.

Please note: Applications for Employment at Hickory Furniture LLC are considered active for consideration for a period of sixty (60) days from the date of submission and remain on file for one (1) year.

Personal Information:

Name-Last _____ First _____ Middle _____ Date _____

Street Address _____

City _____ County _____ State _____ Zip Code _____

Telephone (____) _____ Email Address _____

Are you a U.S. Citizen or are you authorized by the USCIS to work in the United States? Yes No

Have you ever been convicted of a felony (Convictions will not necessarily disqualify for employment)? Yes No If

yes, please explain _____

Employment Desired:

Date available _____ Hours available _____ Desired Wage _____

Position Applied For _____

List any special skills or experience that you feel would help you in the position you are applying for:

Do you require certain accommodations to perform the job you are applying for or need to be made aware of the essential functions of the job? Yes No

If yes, please describe the condition that limits your employment opportunities and explain your work limitations:

How did you hear of this opening? _____

Have you ever been employed by Hickory Furniture LLC? Yes No

If yes, when _____

Education (beginning with High School attended):

<u>School</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK HISTORY Start with your present or most recent employment and work back.

Company Name		Start Date	End Date
Job Title	Supervisor's Name		Phone Number
Address, City, State and Zip Code			
Duties:			
Reason for Leaving		Starting Wage	Ending Wage

May we contact your present employer?

_____ Yes _____ No _____ N/A

Company Name		Start Date	End Date
Job Title	Supervisor's Name		Phone Number
Address, City, State and Zip Code			
Duties:			
Reason for Leaving		Starting Wage	Ending Wage

Company Name		Start Date	End Date
Job Title	Supervisor's Name		Phone Number
Address, City, State and Zip Code			
Duties:			
Reason for Leaving		Starting Wage	Ending Wage

Company Name		Start Date	End Date
Job Title	Supervisor's Name		Phone Number
Address, City, State and Zip Code			
Duties:			
Reason for Leaving		Starting Wage	Ending Wage

Attach additional information if necessary.

References:

List three personal references, not related to you, who have known you for more than one year.

Name _____ Telephone (____) _____ Years known _____

Name _____ Telephone (____) _____ Years known _____

Name _____ Telephone (____) _____ Years known _____

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The Employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" Employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the Employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature _____ Date _____



FOR COMPANY USE ONLY

New Hire Position Cover Page
(must be accompanied with the application)

Applicant Name: _____ Interviewed By _____

Interview Date: _____ Interview Time: _____

Start Date: _____

Wage: _____

Department: _____

Starting Hours: _____

Comments: _____

Submit with application to the Human Resource Department for processing.