

**APPLICATION FOR EMPLOYMENT**

Wright Building Center Inc. is an equal opportunity employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state and federal law. Wright Building Center Inc. also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. Please advise Wright Building Center if you require an accommodation in the application process.

Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 LAST FIRST M.I.

Present Address \_\_\_\_\_  
 NO. STREET CITY STATE ZIP

Positions applied for \_\_\_\_\_ Rate of pay desired \$ \_\_\_\_\_ per hr.

Indicate hours and days of availability below:

Mon. \_\_\_\_\_ Tue. \_\_\_\_\_ Wed. \_\_\_\_\_ Thu. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_ How were you referred to Wright Building Center for employment?

Advertisement  Friend

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_  Current Employee  Other

List any friends or relatives working for us \_\_\_\_\_

If you are hired, will you have reliable transportation to Wright Building Center? \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

Have you ever been discharged or have you resigned from a job because your employer indicated that it believed you were involved in workplace incident(s) relating to violence, threats of violence, possession of weapons, suspected theft, repeated harassment of employees, customers or vendors, lewd behavior, possession of alcohol or illegal drugs, or being under the influence of alcohol or illegal drug usage at its workplace? Yes No

If so, please explain \_\_\_\_\_

Use the space below to summarize any additional experiences or skills that help qualify you for the position for which you are applying.

List any hobbies and/or interests \_\_\_\_\_

**EDUCATION**

NAME OF SCHOOL AND CITY	GRADUATED		YEARS COMPLETED	MAJOR	YEAR COMPLETED
	YES	NO			
HIGH SCHOOL					
COLLEGE					
GED OR OTHER					

## EMPLOYMENT

LIST YOUR PRIOR WORK EXPERIENCES BEGINNING WITH YOUR MOST RECENT  
(USE ADDITIONAL PAPER IF NECESSARY)

NAME OF EMPLOYER		ADDRESS		PHONE NO.
EMPLOYMENT DATES		RATE OF PAY		POSITION
FROM	TO	START	FINISH	NAME OF SUPERVISOR
DUTIES PERFORMED				
REASON FOR LEAVING				

NAME OF EMPLOYER		ADDRESS		PHONE NO.
EMPLOYMENT DATES		RATE OF PAY		POSITION
FROM	TO	START	FINISH	NAME OF SUPERVISOR
DUTIES PERFORMED				
REASON FOR LEAVING				

NAME OF EMPLOYER		ADDRESS		PHONE NO.
EMPLOYMENT DATES		RATE OF PAY		POSITION
FROM	TO	START	FINISH	NAME OF SUPERVISOR
DUTIES PERFORMED				
REASON FOR LEAVING				

## PROFESSIONAL/PERSONAL REFERENCES

NAME	PHONE NO.	NO. OF YEARS KNOWN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

The information contained in this application is true and complete to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of fact or omission of information requested, as stated or implied, given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me and may be reason for dismissal. I understand that I will be required to pass a pre-employment drug screen, and if hired, I will be subject to Wright Building Center's drug and alcohol testing policy during my employment.

I understand and agree that all information furnished in this application may be verified by Wright Building Center Inc. or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to in this application prior to the release of any employment or education information to Wright Building Center Inc. I hereby authorize all individuals and organizations named or referred to in this application to give Wright Building Center Inc. all information relative to such verification and hereby release such individuals, organizations and Wright Building Center Inc. from any and all liability for any claim or damage resulting therefrom.

I understand that, if hired, my employment will be subject to various guidelines, rules and regulations of Wright Building Center Inc. as stated in the policy and procedure manual or other communications to team members. I further understand that Wright Building Center Inc.'s policies and procedures are subject to modification without notice.

I understand that Wright Building Center Inc. is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. This application does not bind either party for a specific period of time regarding employment. If hired, nothing in this application shall restrict my right as a team member or the right of Wright Building Center Inc. as an employer to terminate my employment at any time, with or without notice and with or without cause.

I hereby acknowledge that I have read and understand the above statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_