



LIBERTY VALLEY DOORS, INC.
Employment Application
 (707) 795-9258 Fax

PERSONAL INFORMATION

Page 1

Name (Last, First, Middle Initial)		Social Security Number
Address (Street, City, State, Zip Code)		
Home Phone Number (____)	Work Phone Number (____)	May we contact you at work? ___Yes ___No
Age ___18 or over	Have you been employed under other names? ___Yes ___No List Name(s):	
How did you find out about this job opening?		
___ Web Page (Employment Opportunity List)	___ Web Page Craig's List	___ Referred by employee
___ Newspaper (identify) _____	___ Road Sign	___ Other Please Explain _____
Are you authorized to work in the U.S.? ___Yes ___No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>		

EDUCATION & SKILLS:

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name & Location of School	# of yrs complete	Graduated	Degree & Major
College	___Yes	If no, approx. number of credit hours completed	
Other	___Yes	If no, approx. number of credit hours completed	
High School/GED	___Yes	If no, highest grade completed _____	
Woodworking Skills:			
Machinery Used:			

LIBERTY VALLEY DOORS, INC. P.O. Box 176 Cotati, CA 94931
 (707) 795-8040 Office (707) 795-9258 Fax
www.libertyvalleydoors.com

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EMPLOYMENT HISTORY: List all employment including military and volunteer service **starting with the most current position held.** Show employment history for at least 10 years or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, **but you must complete the employment section.** This information will be used in reference checks. Failure to answer all items in the following sections may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk _____		Supervisor's Name/Title/Phone:	Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk _____		Supervisor's Name/Title/Phone:	Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk _____		Supervisor's Name/Title/Phone:	Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

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PERSONAL DATA:

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment. No Yes

Explain:

Names of friends or relatives that are employed by this company:

Do you have any physical or mental disability that may limit your performance in the job you are applying for?

No Yes

If so, what can be done to accommodate your limitation?

REFERENCES:

1. Name

Work Phone

()

Home Phone

()

Address

City

St

Zip Code

2. Name

Work Phone

()

Home Phone

()

Address

City

St

Zip Code

3. Name

Work Phone

()

Home Phone

()

Address

City

St

Zip Code

Additional Notes or Comments:

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PLEASE READ CAREFULLY AND SIGN

- I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire or termination me without notice. I agree that all rules, orders, and regulations of the Board of Curators affecting my employment shall constitute a part of my appointment or employment. I further understand that LIBERTY VALLEY DOORS has the right to review my education, previous employment, driving, and criminal records as well as drug and alcohol testing and other background data.

APPLICANT'S

SIGNATURE _____ DATE: _____

NOTICE OF NONDISCRIMINATION

- Per Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, Liberty Valley Doors, Inc. does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam Era. Information about us can be located on our website at <http://www.libertyvalleydoors.com>.

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