

EMPLOYMENT APPLICATION

Complete this application in its entirety, even when submitting a resume



Date of Application	Date of Availability	Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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Employment Desired

Position(s)	Salary Desired
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Personal Information

Last Name	First Name	Middle Name	Preferred Name
Address (Street or P.O. Box)		City, State, Zip	Home Phone (Best Time To Reach You)
Email Address		Alternate Phone (Please indicate type)	
<input type="checkbox"/> Work _____		<input type="checkbox"/> Cell _____	
		<input type="checkbox"/> Other _____	
Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the functions that cannot be performed.			

Hiring Requirements

Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible for work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s) and position(s) _____	
Have you ever been employed at Emtek or any of our subsidiaries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give date(s) and position(s) _____	
Were you referred by an employee? If so, list name: _____	
If offered a position you will be required to take a pre-employment drug test. A positive test constitutes grounds for denial of employment. Do you consent to a pre-employment drug test? <input type="checkbox"/> Yes <input type="checkbox"/> No (Cannot leave unchecked)	

Education and Training

High School(s) Attended, Address	Phone Number	Did You Graduate?	Credit Hrs. Completed	Degree Conferred or Areas of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED		
College(s) Attended, Address	Phone Number	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade, Business/Other School(s) Attended, Address	Phone Number	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Licensure/ Certificate(s)

Name of license or certificate	State	Expiration Date
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Other Skills/Training

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Employment History (List in order beginning with most recent employer)

1) Name of Company		Street Address		Telephone Number	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name			Supervisor's Title		Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Dates of Employment From: To:		Your Position: Duties Performed:			
Reason for Leaving					

2) Name of Company		Street Address		Telephone Number	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name			Supervisor's Title		Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Dates of Employment From: To:		Your Position: Duties Performed:			
Reason for Leaving					

3) Name of Company		Street Address		Telephone Number	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name			Supervisor's Title		Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Dates of Employment From: To:		Your Position: Duties Performed:			
Reason for Leaving					

References (List a total of three (3); where at least two professional references are listed.)

Name	Title & Company	Relationship	Years Known	City & State	Phone & Email Address
1)		Must be Current or Former Supervisor			
2)		Must be Current or Former Supervisor			
3)		Must be Current or Former Supervisor			

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Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials:	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initials:	I hereby authorize US Residential Group Inc., DBA: Emtek Products Inc., to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initials:	I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.
Initials:	In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (I9) upon hire.
Initials:	I understand that this application remains current for 90 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.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED ALL FIVE (5) STATEMENTS ABOVE.

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. By submitting your personal data and application to ASSA ABLOY US Residential Group, Inc., you:

- 1) Declare that you have read, understood and accepted the above Privacy Notice
- 2) Are freely giving your consent to the processing of your data for this activity

Date:	
Signature of Applicant:	

ASSA ABLOY US Residential Group, Inc. is an Equal Opportunity Employer/Minorities/Females/Disabled/Veteran