

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Please list the tools you own that will assist you in the position for which you are applying: _____

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking. _____

PREVIOUS WORK EXPERIENCE:

Start with your present or last job. List your last 4 jobs in order. Do not omit any job.

1. Company Name: _____
Company Address: _____
Immediate Supervisor: _____ Phone #: _____
Position Held: _____
Dates Worked: From _____ mo/yr To _____ mo/yr Latest Salary: _____
What did you like most about your job? _____
What did you like least about your job? _____
Reason for Leaving: _____

2. Company Name: _____
Company Address: _____
Immediate Supervisor: _____ Phone #: _____
Position Held: _____
Dates Worked: From _____ mo/yr To _____ mo/yr Latest Salary: _____
What did you like most about your job? _____
What did you like least about your job? _____
Reason for Leaving: _____

3. Company Name: _____
 Company Address: _____
 Immediate Supervisor: _____ Phone #: _____
 Position Held: _____
 Dates Worked: From _____ mo/yr To _____ mo/yr Latest Salary: _____
 What did you like most about your job? _____

 What did you like least about your job? _____

 Reason for Leaving: _____

4. Company Name: _____
 Company Address: _____
 Immediate Supervisor: _____ Phone #: _____
 Position Held: _____
 Dates Worked: From _____ mo/yr To _____ mo/yr Latest Salary: _____
 What did you like most about your job? _____

 What did you like least about your job? _____

 Reason for Leaving: _____

REFERENCES: List 3 non-relatives who are familiar with your qualifications and actual work history and abilities.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

List any felony convictions. _____

Within the last 5 years have you been convicted of, or released from prison for a misdemeanor which was not a first offense, for drunkenness, simple assault, speeding or traffic violation, or disturbing the peace? [] Yes [] No

If yes, please describe. _____

Each applicant reaching the job offer stage of the hiring process is checked with Oregon State Police open records for criminal history reports. *You will not be automatically excluded from consideration if you have been convicted of a crime.* Your suitability for the position sought will be evaluated based upon the totality of circumstances, such as: the nature of the crime, the time lines of the conviction, or the type of work involved.

In submitting this application for employment, I authorize investigation of all statements contained in it, and *it is understood and agreed that any misrepresentation by me in this application may result in cancellation of the application and/or separation from the company's service if I have been employed.*

In consideration of any employment I agree to conform to the rules and regulations of the company. My employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no representative of the company except the Owner has any authority to enter into any agreement for any specified time or to make any agreement contrary to the foregoing. I further understand that, to be valid, such an agreement must be in writing and signed by the Owner.

Applicants reaching the job offer stage of the hiring process will be tested by health professionals through urine, blood or other tests and/or examinations for the purpose of determining abuse of narcotic drugs, illegal drugs, controlled substances, alcohol, or other substances with abuse potential as part of the hiring process.

I certify I have read *all* of this application and that the information I have provided above is true and correct.

Applicant Signature

Date

INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

Applicant Authorization for Release of Information

I hereby authorize my past employers to release information to Dale's Remodeling Inc regarding my employment history. This release of information covers my employment record in general, including information on the following:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers compensation, pregnancy, disability and protected absences);
5. My relationship with co-workers and supervisors;
6. My attitude toward work (cooperative? positive? etc);
7. Reason for leaving and eligibility for rehire;
8. Strong and weak points;
9. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others;
10. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization for Release of Information, my application will be rejected.

Print Name

Signature

Date