

APPLICANT'S STATEMENT

I certify that answers given here are true and complete.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that any offer of employment is contingent on a pre-employment drug screening.

Signature of Applicant: _____
Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ___ Yes ___ No

Remarks: _____

Interviewer: _____ Date: _____

Employed: ___ Yes ___ No Date of Employment: _____

Job Title: _____ Hourly Rate/Salary _____

Department: _____ By: _____



P.O. Box 10
525 Barnesville HWY
Wylliesburg, Virginia 23976
Phone (434) 735-8111
www.cardinalhomes.com

Please Complete Entire Application

EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

CARDINAL HOMES DOES DRUG TESTING

How Did You Learn About Us?

Newspaper Relative Friend Employment Agency Other _____

Last Name: _____ First Name: _____ Middle Name: _____

Address _____ City: _____

State: _____ Phone Number: _____

Social Security Number: _____ Email Address: _____

What position are you applying for? _____

Best time to contact you between 8 A.M. and 5 P.M. is: _____

Cardinal Homes Inc. can not employ anyone under the age of 18. Are you at least 18 years old? YES NO

Have you ever filed an application with us before?..... YES NO
If yes, give date _____

Have you ever been employed with us before?..... YES NO
If yes, give date _____

Do any of your friends or relatives, other than spouse, work here?..... YES NO

Are you currently employed?..... YES NO

May we contact your present employer?..... YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment..... YES NO

Are you currently on a lay-off status and subject to recall?..... YES NO

What time are you available for work? Full Time Part Time Temporary
If not full time please indicate date and times available for work: _____

Date available for work ___ / ___ / ___ Desired salary range? _____

Describe any job-related skills or qualifications that you may have. Do you have any special skills or college courses you have taken?

Specialized Skills (Check Skills/Equipment Operated)

___ Welder ___ Forklift ___ Nail Guns ___ Table Saws ___ Skill Saws

Computer Programs: ___ Excel ___ MS Word ___ Access
 Other _____

Employment Experience-Start with you present or last job in which you worked.

Employer:
Address:
Telephone Number:
Job Title:
Supervisor
Dates Employed:
Hourly Rate/Salary
Work Performed:
Reason for leaving

Employer:
Address:
Telephone Number:
Job Title:
Supervisor
Dates Employed:
Hourly Rate/Salary
Work Performed:
Reason for leaving

Employer:
Address:
Telephone Number:
Job Title:
Supervisor
Dates Employed:
Hourly Rate/Salary
Work Performed:
Reason for leaving

Personal References (Not immediate Family Members)

1.Name: _____ Phone Number: _____

2.Name: _____ Phone Number: _____

3.Name: _____ Phone Number: _____