



APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ **DATE:** _____

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY.
CORRECT CRAFT, INC PREFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

APPLICATION MUST BE FILLED OUT AT HUMAN RESOURCES OFFICE.

IMPORTANT NOTICE: Applicants should be extremely careful as they complete this application. Correct Craft, Inc. utilizes a detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it will result in you either being disqualified from employment with Correct Craft, Inc. as an applicant, or it will result in termination if the inaccuracies are discovered subsequent to your employment with Correct Craft, Inc. Accordingly, Correct Craft, Inc. strongly suggests that you DO NOT complete this application until you have the requisite time and accurate information to do so. Correct Craft, Inc. is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been discriminated against for any reason, please call this to the attention of the personnel office so that we may address your concerns.

Employment is conditioned on the successful completion of the screening process. By signing this application, the applicant represents that the information provided in this form is given voluntarily and may be used in filing reports required by state and federal governments. Correct Craft, Inc. requires all individuals who successfully complete the initial employment screening process to submit to a drug screening program, which may include the taking of blood and/or urine samples, and requires that all employees submit to a drug and alcohol testing during the course of their employment. The result of such screening will be initially disclosed to decision makers for Correct Craft, Inc. and may be the basis for disqualifying any candidate for employment. Correct Craft, Inc. reserves the right to utilize this information in any way it deems necessary, such as but not limited to civil, criminal and administrative proceedings, and any other similar matters. By signing this application, you agree to hold Correct Craft, Inc. harmless for any claims resulting from such screening for drug and/or alcohol use. If you need assistance in preparing this application, please contact the Human Resources office.

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, or disability. The receipt of this application does not mean that job openings exist and does not obligate Correct Craft, Inc. in any way. We appreciate your interest in our organization.



PERSONAL INFORMATION

(Please complete in full.)

Name _____ Social Security No. _____
Last First Name Middle Name

Present address _____
No. Street City state Zip

How long have you lived at above address? _____ Home or nearest phone _____

Previous address? _____
No. Street City state Zip

How long did you live there? _____ Cell Phone _____

Are you over the age of 18? Yes No

If no, employment is subject to verification that you are the minimum legal age.

Can you be legally employed in the U.S.? Yes No

EMPLOYMENT INFORMATION.

Position applying for _____ Date available for work _____

Shift preference 1st 2nd What salary would you accept? _____

Type of employment Full Time Part Time Temporary

What days and hours if part time? Days _____ Hours _____

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If so, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No

If so, explain _____

Does your present employer know of your plans to change employment? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

Do you have steady transportation to work? Yes No

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with this organization? _____



EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC AND MAJOR SUB	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE, BUS., OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (such as business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

PRIOR WORK RECORD

(Start with most recent or present employer.)

1. Name, Address & Phone of Most Recent Employer	Telephone
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Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job title & Duties	Date Left	Last Rate
Reason for Leaving		

2. Name, Address & Phone of Most Recent Employer	Telephone
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Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job title & Duties	Date Left	Last Rate
Reason for Leaving		

3. Name, Address & Phone of Most Recent Employer	Telephone
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Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job title & Duties	Date Left	Last Rate
Reason for Leaving		

May we contact the employers listed above? Yes No If not, indicate by No. which one(s) you do not wish us to contact. _____

REFERENCES

(Do not list relatives or former employers)

Name _____ Telephone _____ Occupation _____

Name _____ Telephone _____ Occupation _____



I UNDERSTAND that this application will only be considered "active" for 30 calendar days from the date of application. If I have not obtained employment with Correct Craft, Inc. within 30 days, but remain interested in obtaining employment with Correct Craft, Inc., I understand that I must notify Correct Craft, Inc. in writing of my desire for my application to be considered for an additional 30 days.

I ALSO UNDERSTAND that all statements made by me in connection with my application for employment may be checked by Correct Craft, Inc., and I authorize Correct Craft, Inc. to contact my prior employers, including each of those employers listed in this application, and authorize each such employer to answer any and all questions regarding my prior employment. I hereby indemnify Correct Craft, Inc. and each of my prior employers listed in this application and agree to hold them harmless from any claims arising from this authorization. I also authorize Correct Craft, Inc. to make whatever inquiries it considers appropriate concerning the information provided, including a check of my information available from credit bureaus except credit standing. I release Correct Craft, Inc. and any person, company or institution that provides Correct Craft, Inc. information from any and all liability for any damage that may result from the investigation or the use or disclosure of such information.

CORRECT CRAFT, INC.'S BACKGROUND INVESTIGATION of each applicant may result in the preparation of an investigative consumer report which would include information as to the applicant's character, general reputation, personal characteristics and mode of living. Applicants may submit a written request to Correct Craft, Inc. for a complete and accurate disclosure of the nature and scope of the requested investigation.

I UNDERSTAND further that any misstatements or material omissions in this application may result in a decision to not hire me, or discharge me when discovered at any time after hire.

IF EMPLOYED, I agree to conform to the rules and regulations of Correct Craft, Inc. and I understand that as a condition of my employment and continued employment, I will be required to submit to, and voluntarily agree to submit to any testing for the presence of drugs or alcohol. I also agree that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice, Correct Craft, Inc. may terminate my employment at any time with or without cause or notice. I understand that no manager or representative of Correct Craft, Inc., other than the President of Correct Craft, Inc., has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing either now, in the past or in the future. I further understand that even an agreement by the President must be in writing and signed by him for it to be binding on either myself or Correct Craft, Inc. I further understand that this supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

I ACKNOWLEDGE AND AGREE that if at any time I am subjected to any type of discrimination and/or harassment, I will contact Correct Craft, Inc.'s Chief Executive Officer immediately to obtain assistance in the resolution of such matters.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgement.

Signature of Applicant

Date