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We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status or any other protected status under federal, state, or local law.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Position(s) Applied For: _____ Date of Application ____/____/____

Name: _____
Last First Middle (Maiden)

Address: _____
Street City State Zip Code

Telephone No: _____ Cell#: _____ E-mail Address: _____

EMPLOYMENT HISTORY:

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Date Employed (Beginning and Final Dates):
Address		Starting Salary:
Starting Job Title/Final Job Title		Final Salary:
Immediate Supervisor and Title		Hourly or Salary (Circle One)
Why did you leave?		May we contact Supervisor for reference? Yes or No (Circle One)
Summarize the type of work performed:		

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Address		Starting Salary:
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Summarize the type of work performed:		

SKILLS AND QUALIFICATIONS:

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

Computer Skills (List Software titles and years of experience)

Word Processing:	Years:	E-Mail:	Years:
Spreadsheet:	Years:	Internet:	Years:
Presentation:	Years:	Other:	Years:

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Diploma, GED, Degree or Certification	Major/Minor

GENERAL INFORMATION:

Have you ever been employed here before? If **yes**, give dates and positions: _____

Are you legally eligible for employment in this country? _____

Date Available for Work: _____ What is your desired Salary Range: _____

Type of Employment Desired (Full-time, Part-Time): _____

REFERENCES:

List the names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If no previous work experience, list three school or personal references that are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I, expressly authorize, without reservation, that SpecialMade, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights I may have regarding SpecialMade, its agents, employees, or representatives, for seeking , gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and SpecialMade reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of SpecialMade is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by SpecialMade's president.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate termination from SpecialMade's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT:

I certify that I have read, fully understand and accept all terms of the above statement.

Signature of Applicant: _____ Date: ____/____/____