



Mid-Valley Glass & Millwork

Application for Employment

P.O. Box 2666
Eugene, OR 97402

(541) 687-9112

Thank you for applying for work at Mid-Valley Glass & Millwork. Your application is active only for the specific position posting for which you have applied. Open positions are posted on the bulletin board in Customer Pick-up or at the front counter in Residential Sales, as well as online with Craigslist. We encourage you to attach a resume or letter to this application expanding on how your skills and experience relate to the position for which you are applying.

Applicants for jobs at Mid-Valley Glass & Millwork will be subject to drug testing. Testing will be completed after an offer of employment is made. Contract employees will be tested before being referred to Mid-Valley Glass & Millwork.

Applications must be filled out completely to be considered.

Mid-Valley Glass & Millwork is an equal opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, creed, gender, disability, marital or veteran status, sexual orientation, or any other protected status in accordance with applicable federal and state equal employment opportunity laws, unless it is a bona fide occupational requirement necessary to the normal operation of the business.

Position(s) applied for: _____ Date of application: _____

Name: _____
First Middle Last

Address: _____
Street City Zip Code

Telephone #: _____ Cell Phone #: _____

Email Address: _____

If you are under 18 and it is required, can you supply proof of eligibility to work? Yes ☐ No ☐ N/A ☐

Have you submitted an application here before? Yes ☐ No ☐

For what position(s)? _____

Have you ever been employed here before? Yes ☐ No ☐

Were you referred by someone or do you know any employees at Mid-Valley? _____

Are you legally eligible for employment in this country? Yes ☐ No ☐

Are you currently employed? Yes ☐ No ☐

If yes, may we contact your current employer? Yes ☐ No ☐

Date available for work: _____ Type of employment desired: Full-time ☐ Part-time ☐

What is your target pay range? _____

Will you work overtime if needed? Yes ☐ No ☐

Are you able to meet the attendance requirements/work schedule of the position? Yes ☐ No ☐

Do you have a current and valid driver's license? Yes ☐ No ☐

Drivers License State: _____ Drivers License Number: _____

Employment History

Please provide the following information for your four (4) past employers (including current) starting with the most recent (use additional sheets if necessary).

Employer: _____	Job Title: _____
Date Worked From: _____	Date Worked To: _____
Summarize nature of work & job duties: _____	
Supervisor & Title: _____ Telephone: _____	
Address: _____	
Reason for leaving: _____	
Explain any gaps in between jobs: _____	

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Address: _____	
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Education

Please list the last three (3) schools attended.

School	Years Completed	Degree/Diploma	Major subject

References

List names and contact information for people we may call that are familiar with your qualifications and/or work history and who are ***not related to you.***

Name	Years Known	Occupation	Phone number

Additional Information

List professional, trade, business, or civic associations, any offices held, special accomplishments, skills or additional information that you feel would make you a valuable employee at Mid-Valley Glass & Millwork.

Please exclude information that would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

I certify that all information I have provided is true, complete, and accurate. 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 cancel further consideration of this application or immediately discharge me from the employer's service.

Persons convicted of certain crimes may not hold certain positions at Mid-Valley Glass & Millwork. If you have been convicted of a felony (excluding expunged juvenile felons) please note the felony(s) and date(s) on page one. If more room is needed, please give details on a separate sheet of paper.

I understand that by signing this application, I am authorizing a full background check. I expressly authorize Mid-Valley Glass & Millwork, its representatives, employees or agents to contact and obtain information from all references, 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 and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that my employment is subject to the satisfactory results of an examination by Mid-Valley Glass & Millwork, including mandatory urine test to detect drug and alcohol usage and hereby submit to said testing. I agree to conform to all rules and regulations of the company as they presently exist or are later modified. I recognize that my employment can be terminated at the discretion of Mid-Valley Glass & Millwork or at my option, with or without notice, at any time. Mid-Valley Glass & Millwork is an "at will" employer. 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 the President of Mid-Valley Glass & Millwork.

I acknowledge that I have read, understand, and agree with the above. In addition, I hereby authorize any of the persons or organizations named in the application (or other accompanying or required documents) to give complete information and records regarding my employment, education, character and qualifications.

I also understand that if I'm hired, I will be required to provide proof of identity and legal authority to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

Signature of applicant

Date