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| Application for Employment |
| Equal Employment Opportunity Statement:  Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.  **Please print.**  **Applicant Name:** First Middle Last   |  |  |  | | --- | --- | --- | |  |  |  |   Address City State Zip   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Telephone Number Social Security Number   |  |  | | --- | --- | |  | * - | |
| Position(s) Applied for Date of Application   |  |  | | --- | --- | |  |  | |
| Hourly Pay Rate Expected   |  | | --- | |  | |
| How did you learn about Duvall Homes, Inc.?   |  |  | | --- | --- | | Advertisement—Specify: |  | | Employee Referral—Which employee? |  |   Have you applied for a position with us before?  No  Yes—Specify date:  Have you ever been employed with us before?  No  Yes—Specify date and position:  Are you currently employed?  No  Yes  On what date would you be available for work?  Are you available to work:  Full-time  Part-time  1st shift  2nd shift  3rd shift  Are you legally permitted to work in the United States? Yes  No  *NOTE: Proof of eligibility will be required within three working days of employment.*  Are you 21 years of age or older?  Yes  No  Are you a veteran of the military service?  Yes  No  Are you subject to be re-activated in the military based on your current status? Yes  No  Are you willing to take drug tests at the Company’s request?  No  Yes  Have you ever gone by a name other than the one listed above?  No  Yes—Please list:  Have you been convicted or had an adjudication withheld of a crime (e.g. Felony, misdemeanor or traffic) as a juvenile or adult?  Yes  No  Yes, please explain:   |  | | --- | |  | |  |   EDUCATION |
| Name of College Location   |  |  | | --- | --- | |  |  |   Years Completed Degree/Major G.P.A.   |  |  |  | | --- | --- | --- | |  |  |  |   Diploma obtained?  Yes  No  Name of College Location   |  |  | | --- | --- | |  |  |   Years Completed Degree/Major G.P.A.   |  |  |  | | --- | --- | --- | |  |  |  |   Diploma obtained?  Yes  No  Name of High School Location   |  |  | | --- | --- | |  |  |   Years Completed Degree G.P.A.   |  |  |  | | --- | --- | --- | |  |  |  |   Diploma obtained?  Yes  No |
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| EMPLOYMENT HISTORY  Employer Supervisor   |  |  | | --- | --- | |  |  |   Address Phone   |  |  | | --- | --- | |  |  |   Position Title and Duties   |  | | --- | |  |   Starting Date Ending Date Starting Pay Ending Pay   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Why did you leave this job?  May we contact this employer?  Yes  No  Later  Employer Supervisor   |  |  | | --- | --- | |  |  |   Address Phone   |  |  | | --- | --- | |  |  |   Position Title and Duties   |  | | --- | |  |   Starting Date Ending Date Starting Pay Ending Pay   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Why did you leave this job?  May we contact this employer?  Yes  No  Later  Employer Supervisor   |  |  | | --- | --- | |  |  |   Address Phone   |  |  | | --- | --- | |  |  |   Position Title and Duties   |  | | --- | |  |   Starting Date Ending Date Starting Pay Ending Pay   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Why did you leave this job?  May we contact this employer?  Yes  No  Later  ADDITIONAL INFORMATION  You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation or other protected status.  Licenses or Certifications   |  | | --- | |  |   Do you have any foreign language skills?  No  Yes—Specify:  Can you perform all necessary job functions with or without reasonable accommodation?  Yes  No  APPLICANT’S STATEMENT  I certify that the information provided in this application is true, to the best of my knowledge.  I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company, I agree to follow all rules and regulations of the Company as they develop and change.  I allow the Company to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.  I authorize all former employers and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes.  I release Duvall Homes, Inc. from liability for collecting information about me and using it to make employment decisions.  If I become employed by the Company, I understand that the employment relationship will be “at will,” and that the “at will” status may not change at any time unless specifically approved, in writing, by the CEO of the Company.  I agree that if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.  This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.  Signature of Applicant Date   |  |  | | --- | --- | |  |  | |
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