



River City Carpentry
1902 Cambridge Circle
Richmond, VA, 23238
(804)426-1030

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, gender, sex, national origin, age, sexual preference, marital or veteran status, or the presence of a medical condition or handicap or any other protected class.

PERSONAL INFORMATION

Last Name: First Name: Middle Initial:

Mailing Address:

City: State: Zip:

Permanent Address (if different from above)

City: State: Zip:

Do you have a resume? Yes or No (please attach if so)

Primary Phone Number: Secondary Phone Number:

E-mail Address:

Are you authorized to work in the U.S. ? Yes No Are you at least 18 years of age: Yes No

Do you speak more than one language? Which languages:

My driver's license is: Valid Not Valid N/A

EMPLOYMENT DESIRED

Position (s) Desired: Wage/Salary Desired:

When are you available?: Are you currently employed?

If so, may we contact your present employer? Name/Phone Number

If you have applied to this company before, please indicate where and when:

Do you seek full or part-time employment? Number of hours preferred

Are there any day/times you cannot work? Which? Can you work overtime if required?

List all special skills, certifications, experience or qualifications related to the position. Please list all that apply (i.e. OSHA training, first aid, equipment, tools, framing, etc.) :

Multiple horizontal lines for listing special skills, certifications, experience or qualifications.

**PREVIOUS EMPLOYMENT:** (LIST MOST RECENT EMPLOYER FIRST) PLEASE DO NOT SUBSTITUTE A RESUME. THEY MAY BE ATTACHED

- 1) From \_\_\_\_\_ To \_\_\_\_\_ Name and Location \_\_\_\_\_ Phone \_\_\_\_\_  
Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
- 2) From \_\_\_\_\_ To \_\_\_\_\_ Name and Location \_\_\_\_\_ Phone \_\_\_\_\_  
Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
- 3) From \_\_\_\_\_ To \_\_\_\_\_ Name and Location \_\_\_\_\_ Phone \_\_\_\_\_  
Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
- 4) From \_\_\_\_\_ To \_\_\_\_\_ Name and Location \_\_\_\_\_ Phone \_\_\_\_\_  
Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**REFERENCES:** Please list 3 NON-RELATIVES whom you have known for more than one year.

- 1) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship/Yrs known \_\_\_\_\_
- 2) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship/Yrs known \_\_\_\_\_
- 3) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship/Yrs known \_\_\_\_\_

**EDUCATIONAL HISTORY**

- H.S. Name/Loc \_\_\_\_\_ Phone \_\_\_\_\_ Grad? Y/N \_\_\_\_\_ Subjects Studied \_\_\_\_\_
- College Name/Loc \_\_\_\_\_ Phone \_\_\_\_\_ Grad? Y/N \_\_\_\_\_ Subjects Studied \_\_\_\_\_
- Trade/Other Name/Loc \_\_\_\_\_ Phone \_\_\_\_\_ Grad? Y/N \_\_\_\_\_ Subjects Studied \_\_\_\_\_

\_\_\_\_\_(Initial) I authorize the companies, organizations, employers, schools, persons, or entities listed on this employment application to give any information regarding my employment, character, qualifications, certifications and licenses and verify all dates and facts. I hereby release said companies, organizations, employers, schools, persons, or entities from all liability for any damage for issuing this information

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

*I authorize investigation of all statements contained in this application to include (but not limited to) verification of validation of a motor vehicle license, verify past or present employment and personal references. I understand that misrepresentation or omission of facts can lead to refusal to hire or discharge at any point. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages, be terminated at any time without any previous notice.. You may be denied employment because of a conviction record, particularly assault or theft related charges.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_