



APPLICATION FOR EMPLOYMENT

HR Use: Here / Home Log: _____

POSITION APPLYING FOR: _____ DATE OF APPLICATION: _____

NAME: _____ SOCIAL SECURITY #: _____
LAST FIRST MIDDLE

ADDRESS: _____ HOME #: _____

CITY / STATE / ZIP: _____ CELL #: _____

HOW MANY MILES DO YOU LIVE FROM MOUSER? _____ WHEN CAN YOU START? _____

ARE YOU AVAILABLE FOR OVERTIME? *Up to 2 hours extra per Day* _____ *Saturday* _____

DO YOU HAVE A VALID DRIVER'S LICENSE/STATE? _____ PREFERRED WAGES _____

DRIVER'S LICENSE NUMBER: _____

HAVE YOU SUBMITTED AN APPLICATION HERE BEFORE? YES NO *If yes, give dates:* _____

HAVE YOU EVER BEEN EMPLOYED WITH MOUSER? YES NO *If yes, give dates:* _____

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY? _____

LIST ANY FRIENDS OR RELATIVES WORKING FOR US: _____

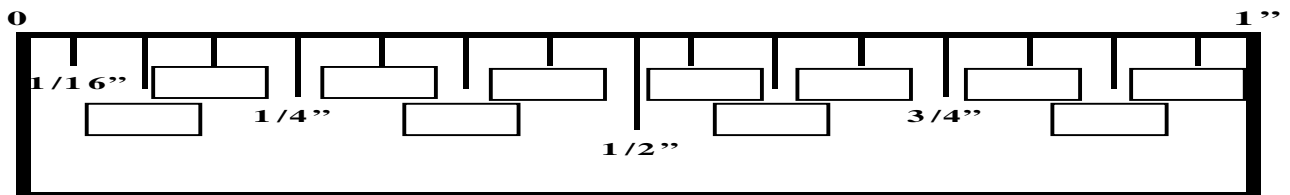
HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO *If yes, please explain fully on Comments Page (Page 3). Conviction of a crime does not automatically prevent employment. All circumstances will be considered.*

EMERGENCY CONTACT: _____ RELATIONSHIP: _____ PHONE#: _____

EDUCATION	NAME OF SCHOOL	ADDRESS (City/State)	MAJOR / SPECIALIZATION	GRADUATE
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO
GED			YEAR RECEIVED GED	<input type="checkbox"/> YES <input type="checkbox"/> NO
LAST COLLEGE ATTENDED			MAJOR	<input type="checkbox"/> YES <input type="checkbox"/> NO
			CREDITS COMPLETED	
			<input type="checkbox"/> ASSOCIATE <input type="checkbox"/> MASTER	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> BACHELOR <input type="checkbox"/> DOCTORATE	
VOCATIONAL SCHOOL(S)				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

SPECIAL SKILLS & QUALIFICATIONS *Summarize any special skills and qualifications acquired from employment or other experience that you believe would be beneficial to Mouser.*

The first one inch of a tape measure is shown below. Please fill in the remaining fractions to complete the scale. If you are not familiar with using a tape measure or fractions, please leave blank.



MILITARY

BRANCH OF SERVICE: _____ RANK: _____ TYPE OF DISCHARGE: _____

MOS/JOB TITLE _____ DATE ENTERED: _____ DATE ENDED: _____

SPECIAL TRAINING RECEIVED: _____

RESERVE OR NATIONAL GUARD STATUS: NON-MEMBER ACTIVE INACTIVE

IF ACTIVE, NAME OF UNIT: _____

REASON FOR LEAVING: _____

EMPLOYMENT HISTORY *Start with your present or most recent employer. Include military service and volunteer activities. Do not include organizations that indicate race, color, religion, sex, or national origin.*

EMPLOYER #1: _____ SUPERVISOR: _____

ADDRESS (City/State): _____ PHONE: _____

JOB TITLE: _____ DATE STARTED: _____ DATE ENDED: _____

HOURLY RATE / SALARY: _____ DUTIES / RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYER #2: _____ SUPERVISOR: _____

ADDRESS (City/State): _____ PHONE: _____

JOB TITLE: _____ DATE STARTED: _____ DATE ENDED: _____

HOURLY RATE / SALARY: _____ DUTIES / RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYER #3: _____ SUPERVISOR: _____

ADDRESS (City/State): _____ PHONE: _____

JOB TITLE: _____ DATE STARTED: _____ DATE ENDED: _____

HOURLY RATE / SALARY: _____ DUTIES / RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYER #4: _____ SUPERVISOR: _____

ADDRESS (City/State): _____ PHONE: _____

JOB TITLE: _____ DATE STARTED: _____ DATE ENDED: _____

HOURLY RATE / SALARY: _____ DUTIES / RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

QUESTIONS

- 1. Do you have reliable transportation? YES NO
- 2. Is there anything that prevents you from performing the essential duties of the position you are applying for? YES NO
- 3. Have you ever worked in a manufacturing position? YES NO
- 4. Are you planning on attending college in the future? YES NO
- 5. How many unexcused absences have you had in the past year? **Days**
- 6. What are your career goals?

COMMENTS / ADDITIONAL INFORMATION

REFERENCES

Give the name, address, and telephone number of three (3) individuals that are not related to you and are not previous employers.

NAME	ADDRESS	TELEPHONE

PLEASE READ BEFORE SIGNING:

I hereby certify that all of the information provided by me in this application is correct, accurate, and complete to the best of my knowledge. I understand that falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that if an offer of employment is extended by Mouser that such employment is at will, for no specified duration, and may be terminated by either Mouser or myself at any time with or without cause or notice. In consideration for employment with Mouser, if employed, I agree to conform to the rules, regulations, policies, and procedures of Mouser at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with Mouser, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment checks will result in withdrawal of any employment offer or termination of employment is already employed.

I hereby authorize any and all schools, former employers, references, and any others who have information about me to provide such information to Mouser and/or its representatives, and I relinquish the parties involved from any and all liability for any damage that may result from providing such information.

SIGNATURE: _____ **DATE:** _____

Mouser Cabinetry

Consent to Perform Criminal & Credit History / Background Checks In Compliance with the FCRA (Fair Credit Reporting Act)

Last Name: _____ First Name: _____ Middle Name/Initial: _____

Maiden or other name(s) used in any and all other records of birth or records of residence: _____

Address: _____ Apartment or #: _____

City: _____ County: _____ State: _____ Zip: _____

*Date of Birth: _____ Social Security Number _____

***TO BE USED FOR CRIMINAL & CREDIT HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.**

I, _____, am an applicant for employment with Mouser Cabinetry and have been advised that as a part of the application process, the company conducts a criminal and credit history background check. I do hereby consent to the company use of any information provided during the application process in performing the criminal and credit history check. The company has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the company. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal history (if any).

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please provide details below.

State: _____ County: _____ Date of Offense: ____/____/____

Details of Conviction:

List Previous Addresses (to cover last 7 years)

Address	City/State	Zip	County	From Month/Year to Month/Year
Address	City/State	Zip	County	From Month/Year to Month/Year
Address	City/State	Zip	County	From Month/Year to Month/Year

Previous Employment Information is listed on your application for employment

Can we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor	Phone Number
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Applicant Signature

Date

EEO-1 Self-Identification Form

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

(If also a federal contractor/subcontractor – add this clause): As employers/government contractors, we also comply with government regulations including but not limited to affirmative action responsibilities as required under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, section 4212 of the Vietnam Era Veterans Readjustment Act of 1974 and Veterans Employment Opportunities Act (VEOA) of 1998.

This data is for periodic government reporting and will be kept in a *Confidential File* separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position(s) Applied For _____

Referral Sources: Advertisement Friend Relative Walk-In
 Employment Agency Company Website Other

Name _____ Phone () _____
 LAST FIRST MIDDLE

Address _____
 NUMBER STREET CITY STATE ZIP CODE

EEO-1 Survey

If you wish to be identified, please sign below and complete the survey:

Signed: _____

Check one: Male Female

{Please Finish Survey on Back of Page}

EEO-1 Survey (Continued)

Ethnicity:

Are you Hispanic or Latino?

- No, I am **not Hispanic or Latino**.
- Yes, I am **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

Race – IMPORTANT - Only complete this section if you checked “No, I am not Hispanic or Latino” in the Ethnicity section above:

What is your race? Select **ONE** of the following categorie(s):

- White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** – A person having origins in any of the Black racial groups of Africa.
- American Indian/Alaskan Native** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian**– A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races** – All persons who identify with more than one of the above five *rac*es.

(If federal contractor/subcontractor with affirmative action obligations – add the following section) Check if the following is applicable:

- Veteran** - As defined under one or more of the following:
- served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably; or,
 - was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975; or
 - who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or
 - one who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran).

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____ Date _____
