

Complete Interior Package, Inc.
10901-F Trade Road
North Chesterfield, VA 23236
(804)378-1801
An equal opportunity employer.

EMPLOYMENT APPLICATION

This application will be kept in our active file
for two weeks from date of reception.

Today's Date: _____

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Social Security Number _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Email Address: _____

Have you ever been convicted of a felony in the last seven years? Yes No Explain Felony _____

Are you a citizen of the United States? Yes No

A conviction record will not necessarily be a bar to employment. This information will be considered for job-related purposes and only to the extent permitted by applicable law.

JOB INTERESTS/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? Yes No If yes, when? _____

Type of employment requested Full Time Part Time Temporary Summer

Date you could begin working _____ Typing Speed (WPM) _____

Summarize any other special skills or qualifications

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	Did you graduate?
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
How did you hear about this position?						

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

1. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

2. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

3. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

How did you hear about this position? _____

REFERENCES

Name	Relationship	Home Phone	Daytime Phone

CONSENT TO DISCLOSURE OF INFORMATION

Please read carefully and sign the statement below.

Pursuant to Complete Interior Package, Inc. policy, I hereby grant permission to the company to investigate my employment, educational, and personal background and character references. I release all persons who furnish such information to Complete Interior Package, Inc. from all liability and damages. I acknowledge and understand that I have hereby received notice in compliance with the Fair Credit Reporting Act that Complete Interior Package, Inc. may seek to procure a consumer report or an investigative consumer report regarding my credit worthiness, credit history, credit capacity, character, general reputation, personal characteristics or mode of living from a consumer reporting agency. I understand that upon my written request the company shall make a complete and accurate disclosure of the nature and scope of such investigation if one is made. I also understand that if my employment is denied because of such a report, I can submit a written request to obtain the name and address of the agency supplying the report. As allowed by law, I also agree to submit to random drug tests and other investigative interviews, methods or tests conducted by the company and I understand that the results of such tests may be used as evidence in legal or administrative proceedings and may also be used in considering my status for continued employment and as a basis for rejecting my application or terminating my employment.

I hereby authorize persons, schools, businesses, current and previous employers and organizations to provide any and all information that any of them may possess concerning or relating to me and that may be required for any employment decision by Complete Interior Package, Inc. A photocopy of this form may be used, if required, for purposes of establishing authorization to disclose information about me.

I also understand that giving incomplete or false information in my application for employment is a serious matter and is grounds for termination and forfeiture of related benefits.

Upon acceptance of employment with Complete Interior Package, Inc., I agree to follow all the policies, procedures, rules and regulations of Complete Interior Package, Inc. I understand that I can leave Complete Interior Package, Inc. with or without notice and with or without cause, and Complete Interior Package, Inc. reserves the same rights. I understand that nothing contained in this application, any manual, brochures or other company material shall constitute a contract or implied contract of employment.

I also agree to full release of liability to Complete Interior Package, Inc. for providing references to all potential employers in the event of my termination.

I understand that this application will be kept active for only a two week period from the date of reception.

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE AND IS SUBJECT TO CONFIRMATION BY COMPLETE INTERIOR PACKAGE, INC

I understand that the information contained herein is to be used in a confidential manner..

Applicant's Signature _____ Date _____