

# APPLICATION FOR EMPLOYMENT



**NOTICE TO APPLICANTS:** All associates are subject to pre-employment and random drug and alcohol testing. *Please print all answers clearly.*

Position applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name (First, Last, MI) \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Have you applied at Furniture Enterprises before?  No  Yes When \_\_\_\_\_ Are you willing to relocate?  No  Yes  
Have you worked at Furniture Enterprises before?  No  Yes When \_\_\_\_\_ Are you presently employed?  No  Yes  
Are you willing to work weekends?  No  Yes May we contact your present employer?  No  Yes  
Have you been convicted of a crime, other than minor traffic violations?  No  Yes

*Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.*

If yes, please explain: (A DUI/DWI must be listed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in this country?  No  Yes Date available to start \_\_\_\_\_  
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Type of employment desired:  Full-Time  Part-Time  Temporary

If Part-Time, list days and times available to work \_\_\_\_\_ Referred By \_\_\_\_\_

Any relatives in our employ?:  No  Yes If yes, list name \_\_\_\_\_

## EMPLOYMENT HISTORY:

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. It is Furniture Enterprises policy to verify all present and past work experiences. Please **DO NOT** write "See Resume" or functionally similar instruction.

Name of Company _____	From _____	To _____
Address _____	Phone _____	
Job Title _____	Name & Title of Supervisor _____	
Briefly Describe Duties _____		
Reason for Leaving _____		
Salary (Start) _____	Salary (Ending) _____	May We Contact This Employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Name of Company _____	From _____	To _____
Address _____	Phone _____	
Job Title _____	Name & Title of Supervisor _____	
Briefly Describe Duties _____		
Reason for Leaving _____		
Salary (Start) _____	Salary (Ending) _____	May We Contact This Employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Name of Company _____	From _____	To _____
Address _____	Phone _____	
Job Title _____	Name & Title of Supervisor _____	
Briefly Describe Duties _____		
Reason for Leaving _____		
Salary (Start) _____	Salary (Ending) _____	May We Contact This Employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Name of Company _____	From _____	To _____
Address _____	Phone _____	
Job Title _____	Name & Title of Supervisor _____	
Briefly Describe Duties _____		
Reason for Leaving _____		
Salary (Start) _____	Salary (Ending) _____	May We Contact This Employer? <input type="checkbox"/> No <input type="checkbox"/> Yes

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Please print all answers clearly.

**Furniture Enterprises**  
FURNITURE ENTERPRISES OF ALASKA, INC.

## SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company.

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## EDUCATIONAL BACKGROUND

NAME AND LOCATION LAST	YEAR COMPLETED	DID YOU GRADUATE?	SUBJECTS STUDIED/DEGREES RECEIVED
High School	1   2   3   4	<input type="checkbox"/> No <input type="checkbox"/> Yes	
College	1   2   3   4	<input type="checkbox"/> No <input type="checkbox"/> Yes	
College	1   2   3   4	<input type="checkbox"/> No <input type="checkbox"/> Yes	

## REFERENCES — LIST THREE PROFESSIONAL REFERENCES (NOT RELATIVES)

NAME / ADDRESS	TELEPHONE NUMBER	RELATIONSHIP	HOW LONG?

**PLEASE NOTE:** Applicant agrees to the following conditions of employment...

If hired, I will receive the Drug and Alcohol Free Workplace Policy. Furniture Enterprises is committed to a drug and alcohol-free workplace. I understand all offers of employment are contingent upon consent to and compliance with the Drug and Alcohol testing program. I agree to abide by the guidelines and policies outlined in the handbook. I understand that if I am employed, any misrepresentation made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment by Furniture Enterprises, whenever it is discovered.

I give Furniture Enterprises the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application, including criminal background checks if appropriate. I hereby release from liability Furniture Enterprises and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application is current only for the position noted on the first page. When the position is filled, should I still wish to be considered for employment it will be necessary to fill out a new application. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid AK driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Furniture Enterprises' auto insurance.

This employment offer is not an employment contract and is not intended to create contractual obligations of any kind. Our employment relationship will be terminable "at-will," which means that either you or Furniture Enterprises of Alaska, Inc. may terminate your employment at any time and for any reason or for no reason with or without notice.

I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER:** Furniture Enterprises will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, ethnic background, national origin, marital status, physical or mental handicaps, vetera status or sexual preference or within the limits imposed by law because of age or citizenship.