



EMPLOYMENT APPLICATION

IMPORTANT: ANY FALSE/MISLEADING INFORMATION GIVEN OR LEAVING EMPTY/BLANK FIELDS MAY RESULT IN **NON-SELECTION OR TERMINATION OF EMPLOYMENT.**

South Jersey Glass & Door is an equal opportunity employer. We are committed to providing a work environment that is free from discrimination. We do not discriminate based on **race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information, HIV/AIDS status, marital domestic partnership/ civil union status, familial status, domestic or sexual violence victim status, source of income or source of lawful rent payments, or any other legally recognized protected basis** under federal, state, or local law. ***All qualified applicants will receive consideration for employment without regard to these factors.*** This policy applies to all employment practices, including hiring, promotion, termination, and other conditions of employment, in accordance with applicable federal, state, and local laws, including those of New Jersey.

South Jersey Glass & Door complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the HR department.

The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

PERSONAL DETAILS	
FIRST & LAST NAME:	
PRESENT ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
Are you 18 years of age or older? (if no, required to provide work authorization)	☐ YES ☐ NO
Do you have reliable transportation to get to and from work?	
Answer only if applying for driver position ; <u>leave blank</u> otherwise; Do you possess a <u>valid</u> driver's license and clean driving record?	

EMPLOYMENT DESIRED	
Position applying for:	
Where did you hear of this job vacancy?	
Earliest date you can start	
Schedule availability	☐ MON ☐ TUES ☐ WEDS ☐ THURS ☐ FRI ☐ SAT
Desired employment:	☐ FULL-TIME ☐ PART-TIME
Have you ever been employed with this company?	☐ YES ☐ NO
If yes , when? (approximate date is acceptable)	
Do you have any friends or relatives employed by this company?	
If yes, please provide their <u>names and relationship to you</u> :	

CURRENT OR MOST EMPLOYMENT	
NAME OF PRESENT/MOST RECENT EMPLOYER:	EMPLOYER PHONE NUMBER:
WORKSITE LOCATION ADDRESS:	MAY WE CONTACT? ☐ YES ☐ NO
JOB TITLE:	DATES EMPLOYED (FROM/TO):
TASKS/RESPONSIBILITIES	
• • • •	
EMPLOYMENT HISTORY	
NAME OF EMPLOYER:	EMPLOYER PHONE NUMBER:
WORKSITE LOCATION ADDRESS:	MAY WE CONTACT? ☐ YES ☐ NO
JOB TITLE:	DATES EMPLOYED (FROM/TO):
TASKS/RESPONSIBILITIES	
• • • •	
NAME OF EMPLOYER:	EMPLOYER PHONE NUMBER:
WORKSITE LOCATION ADDRESS:	MAY WE CONTACT? ☐ YES ☐ NO
JOB TITLE:	DATES EMPLOYED (FROM/TO):
TASKS/RESPONSIBILITIES	
• • • •	

NAME OF EMPLOYER:	EMPLOYER PHONE NUMBER:
WORKSITE LOCATION ADDRESS:	MAY WE CONTACT? ☐ YES ☐ NO
JOB TITLE:	DATES EMPLOYED (FROM/TO):
TASKS/RESPONSIBILITIES	
• • • •	

NAME OF EMPLOYER:	EMPLOYER PHONE NUMBER:
WORKSITE LOCATION ADDRESS:	MAY WE CONTACT? ☐ YES ☐ NO
JOB TITLE:	DATES EMPLOYED (FROM/TO):
TASKS/RESPONSIBILITIES	
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EDUCATION				
NAME OF UNIVERSITY, COLLEGE(S), CERTIFICATIONS/FURTHER EDUCATION	DATES	QUALIFICATION OBTAINED (DEGREE/DIPLOMA/CERT.)	FIELD(S) OF STUDY	NO. OF YEARS COMPLETED



REFERENCE	NAME	PHONE NUMBER	EMAIL ADDRESS	YEARS ACQUAINTED
1				
2				
3				

CERTIFICATION AND ACKNOWLEDGMENTS

1. Disclosure of Information

I certify that I have disclosed all relevant information applicable to my candidacy for employment.

Initials: _____

2. Drug and Alcohol Policy

I understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as random testing during employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on compliance with the Company's drug and alcohol policy.

Initials: _____

3. Pre-Employment Medical Examination

I understand that I may be subject to a pre-employment medical examination after receiving a conditional offer of employment. I must meet the qualifications for the position, with or without reasonable accommodation, before starting work with the Company.

Initials: _____

4. Pre-Employment Background Check

I understand that, where permissible under applicable laws, I may be subject to a pre-employment background check after receiving a conditional offer of employment. This check may include investigations into my criminal background, driving record (for driving positions), and other employment-related matters. I acknowledge that a separate disclosure and consent form will be provided before any background check is conducted.

Initials: _____

5. Criminal Convictions and Equal Opportunity Policy

I understand that a record of criminal conviction or less-than-honorable military discharge will not necessarily disqualify me from employment unless it is related to legitimate job qualifications or as required by law. The Company adheres to its Equal Opportunity Employment Policy, as outlined on page 1 of this application, and does not discriminate against qualified individuals with disabilities who require reasonable accommodations.

Initials: _____

6. Authorization for Verification

I certify that the information provided by me is true and accurate. I authorize the Company and its representatives to verify this information by contacting prior employers, schools, and other references (except my current employer if I have marked "No" under "May we contact?"). I release the Company and any individuals or organizations providing information from any liability related to this verification, as allowed by law.

Initials: _____

7. Employment Eligibility Documentation

I understand that employment is contingent upon providing documentation to establish my identity and eligibility to work in the United States.

Initials: _____

8. Conflict of Interest

I certify that my employment with the Company will not conflict with, or breach, any existing agreements, contracts, or understandings unless disclosed in this application.

Initials: _____

9. Reporting Harassment and Unethical Behavior

I certify that, if employed, I will promptly report any harassment or unethical behavior by employees to my supervisor, Human Resources, or management.

Initials: _____

10. At-Will Employment

I understand that my employment is at-will, meaning it can be terminated at any time, with or without cause, by either party unless prohibited by law.

Initials: _____

11. Authority of Company Representatives

I understand that no representative of the Company, except for the Managers, has the authority to enter into any employment agreement for a specified period or to alter employment policies, procedures, or terms.

Initials: _____

12. Accuracy of Information

I certify that the information provided is true and complete. I understand that falsification or omission of information may disqualify me from employment or result in termination if discovered after hiring.

Initials: _____

13. Applicant Agreement

An offer of employment is conditional upon complying with the Company's requirements, including signing a separate disclosure and consent form for background investigations.

Initials: _____

Applicant's Signature: _____

Date: _____