



## Application for Employment

We are an equal opportunity employer. We do not discriminate, in violation of law, on the basis of race, color, national origin, religion, creed, sex, sexual orientation, marital status, political ideology, age or disability. You may notify the Equal Employment Opportunity Commission or any other appropriate agency in the event that you believe that you have been subject to discrimination.

### Applicant Information

<b>NAME</b> Last			First	Middle	<b>DATE</b>
<b>ADDRESS</b> Street		City	State	Zip	
<b>MAILING ADDRESS</b> (if different)		City	State	Zip	
<b>PHONE</b> Home		Work/Message	May we contact you at work? <input type="radio"/> Yes <input type="radio"/> No		<b>eMAIL ADDRESS</b>
<b>POSITION APPLIED FOR</b>	<b>DATE AVAILABLE</b>	<b>TARGET TOTAL COMP</b> (\$K)	<b>SOCIAL SECURITY NUMBER</b>		
<b>HOW DID YOU HEAR ABOUT THIS POSITION?</b>				<b>HOURS AVAILABLE FOR WORK</b>	

### Education Record — Please list present and past education

School Type	Name and Location of Institution	Major	Number of Years Attended	Degree, Diploma or Certificate Received
High School				
College/ University				
Other Education				
Other Education				

### Relevant Skills/Training — Please indicate any skills/training you have related to the position you are seeking

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**Employment History** — Please list present and past employment, beginning with the most recent, for the past 4-10 years.

Name and Address of Employer #1	Dates of Employment		Total Comp (\$K)		Name and Phone Number of Supervisor
	From (mo/yr)	To (mo/yr)	Starting	Ending	
					May we contact? <input type="radio"/> Yes <input type="radio"/> No

Job Title/Duties Performed:

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Reason for Leaving:

Name if different from application:

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Name and Address of Employer #2	Dates of Employment		Total Comp (\$K)		Name and Phone Number of Supervisor
	From (mo/yr)	To (mo/yr)	Starting	Ending	
					May we contact? <input type="radio"/> Yes <input type="radio"/> No

Job Title/Duties Performed:

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Reason for Leaving:

Name if different from application:

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Name and Address of Employer #3	Dates of Employment		Total Comp (\$K)		Name and Phone Number of Supervisor
	From (mo/yr)	To (mo/yr)	Starting	Ending	
					May we contact? <input type="radio"/> Yes <input type="radio"/> No

Job Title/Duties Performed:

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Reason for Leaving:

Name if different from application:

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*If you need more space for employment history, please print additional copies of this page and include relevant information.*

Personal References — Please list three references not related to you who are familiar with your work experiences listed in the previous section.				
Name	Occupation	Relationship	Address	Telephone Number(s)

	YES	NO
Are you at least 18 years of age?	<input type="radio"/>	<input type="radio"/>
Are you eligible for employment in the U.S. for all employers?	<input type="radio"/>	<input type="radio"/>
Arcadia Components has a non-smoking/non-tobacco use policy. Have you at any time in the past year used a tobacco product?	<input type="radio"/>	<input type="radio"/>
<b>Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?</b> If yes, state the nature of the crime(s), and when and where convicted. <i>(Convictions of marijuana-related offenses that are more than two years old need not be listed). Note: No applicant will be denied employment solely on the grounds of 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(s) applied for, however, may be considered.</i>	<input type="radio"/>	<input type="radio"/>
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_____		

**Please Read and Sign**

I authorize Arcadia Components, LLC (“Company”) to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Company, its employees, Officers, Members, and Advisors from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Company.

I verify that the information I have provided in this application is true and correct. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, employment references, and background check. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Company has not yet employed me and for immediate dismissal if the Company has employed me. I also authorize the Company to supply information about my employment record, in whole or in part, in confidence, to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Company from any and all liability for its providing this information.

I understand that nothing in this employment application, in the Company’s policy statements or personnel guidelines, or in my communications with any Company official is intended to create an employment contract between the Company and me. I also understand that the Company has the right to modify its policies at any time without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless it is made in writing and signed by the President or an officer at the Vice President level or above. I further understand that if an employment relationship is established, it is one of “at-will” employment, and the Company and I have the right to terminate the employment relationship at any time for any reason.

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_