



dpomerleau@coastalworkshop.org

Employment Application

Equal Employment Opportunity. Coastal Workshop is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status or physical or mental handicap. This policy of nondiscrimination extends to all terms and conditions and privileges of employment and to all personnel actions. I understand my employment with the Company is on an "AT WILL" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay off) or myself (through voluntary quitting) at any time without notice and without recourse of any kind by either party. Accommodations to enable all individuals to participate in the application process will be provided upon advanced request.

(please print) Last name / First name / Middle name

Street Address / City / State / Zip Code

Social Security Number

Telephone Number

Date of Birth (if under 18) _____ Citizen of U.S. Yes _____ No _____

What type of work are you seeking? Specify types of work desired: _____

Full time work _____ Part time work _____ Date you can start work _____

Are you willing to work overtime? Yes ___ No ___ Are you willing to work weekends? Yes ___ No ___

Will you work any shift? Yes _____ No _____ if no, shift(s) you will work _____

Are you able to perform the tasks (both essential and non-essential) of the position for which you wish to be considered with or without accommodation? Yes _____ No _____ If no, please explain

Are you licensed to drive? Yes _____ No _____ In which state? _____

License # _____

Is your license currently under suspension for any reason? Yes _____ No _____

If yes, please explain: _____

Do you have your own reliable transportation? Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, provide all detail (conviction of a crime will not automatically disqualify you from employment) _____

Have you ever been employed by Coastal Workshop? _____

If so give date and reason for leaving _____

Referred to Coastal Workshop by _____

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for other types of work at the Coastal Workshop? _____

Education:

<u>Name and Location</u>	<u>Major/Degree</u>	<u>Graduated</u>	<u>Years Completed</u>
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High School:

_____	_____	_____	_____
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College:

_____	_____	_____	_____
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Trade / Business School:

_____	_____	_____	_____
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Describe any educational course(s), Program(s) you are enrolled in and indicate the target date for completion. _____

List other work experiences and/or skills, knowledge, talents, business licenses, or other job-related experiences not covered elsewhere: _____

List below all current and former employers, beginning with the most recent. Account for all periods between jobs. Include US Military service, branch of service, dates of duty, rank and discharge and whether honorable or dishonorable discharge. Attach separate sheets if necessary.

Name and address of Employer: _____

Name and telephone number of supervisor: _____

Your title and duties: _____

Salary: _____ Date Employed: _____ Date Terminated: _____

Reason for leaving: _____

Name and address of Employer: _____

Name and telephone number of supervisor: _____

Your title and duties: _____

Salary: _____ Date Employed: _____ Date Terminated: _____

Reason for leaving: _____

Name and address of Employer: _____

Name and telephone number of supervisor: _____

Your title and duties: _____

Salary: _____ Date Employed: _____ Date Terminated: _____

Reason for leaving: _____

Which employers may we contact? 1. _____ 2. _____ 3. _____

Applicant Responses: I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this application or otherwise during the employment evaluation process shall be grounds both for rejecting my application for employment and, should I be hired by Coastal Workshop, termination of my employment.

References: I authorize representatives of Coastal Workshop to contact educational institutions, state and federal agencies to conduct criminal history records checks and employers designated in the application for purposes of verification and investigation of my educational, criminal record and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by Coastal Workshop representatives. I hereby release all such persons from liability of damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds for rejecting my application for employment and, should I be hired by Coastal Workshop, termination of my employment.

Investigations: Should I be employed by Coastal Workshop, I understand that I could be subject to an outside probe if accused of wrongdoing.

Medical Examinations: Coastal Workshop desires to maintain a safe and healthy working environment for the benefit of all employees. Where there is a reasonable question as to whether or not I can safely perform the duties of my job due to my physical or mental condition. Coastal Workshop shall have the right to require that I submit to physical or mental examinations for purposes of receiving medical confirmation that I can safely perform the duties of my job. Any and all such examinations shall be for job-related purposes only and shall be performed by a medical advisor or advisors selected and paid for by Coastal Workshop. I hereby release all such information to Coastal Workshop and waive any right of confidentiality,

Non- Binding application and interview process: Submission of the application does not entitle me to be interviewed by Coastal. Further, nothing in this application or in the employment evaluation process shall be constructed as either an offer of employment or an obligation on the part of Coastal Workshop to provide any benefit to me.

Duration of this application: This application shall be pending, unless withdrawn by me, until Coastal Workshop makes a decision on whether or not to hire me or until the 30th day after submission of this application to Coastal Workshop, whichever occurs first. If no action is taken on my application within the 30 day period, I understand that I must re-apply to Coastal Workshop in order to be considered for employment. Coastal Workshop, I agree to comply with any and all employment rules and policies of Coastal Workshop.

After reading all of the terms of this application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with the Company is on an "AT WILL" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay off) or myself (through voluntary quitting) at any time without notice and without recourse of any kind by either party. I expressly agree and understand that this is the entire agreement between the company and me on the subject of discharge, termination and/or lay-off, and it may be changed only by an agreement in writing signed by the Executive Director of the Company. I agree to conform to the Company's rules and I also agree that I shall be subject to other conditions which the company may adopt. I affirm that the information in this application is true and complete and any intentional deception herein may be considered sufficient cause for dismissal.

Name: _____

Signature: _____

Date: _____