

# MOHAWK FINE PAPERS INC.

## Application for Employment

**Personal**

Date \_\_\_\_\_

Name-First Middle Last

Present Address City State How Long?

Zip Code Home Phone Cell Phone Email

Are you legally authorized to work in the United States? Yes/No Are you at least 18 years old? Yes/No  
(Proof of eligibility will be required before you can be employed)

What date are you available for employment?

Have you ever worked for or applied for a position at Mohawk? When?

Have you ever been convicted of a crime? (Conviction will not necessarily disqualify you from employment)

If Yes, when where and what was the disposition of the case?

Do you have any criminal charges currently pending?

If Yes, explain

Do you have any other commitments or agreements that might affect your employment with Mohawk?

If Yes, explain

**Education**

High School City/State Circle grade completed 9 10 11 12 Did you graduate?

College(s) City/State	Date from	Date to	Date graduated	Date degree received/expected	Course Major/Field

Business, trade school or other

List any awards, commendations or other recognition received for outstanding achievement in school, military service, your work or civic duties

**References** List at least three references, (non-relative)

Name and address Occupation Telephone Number Relationship to you

Mohawk Fine Papers Inc. does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, marital status, age, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

## Employment data

Give past employment record as completely as possible starting with latest employer (include military service)

A resume is helpful in determining your qualifications. In lieu of a resume, you may submit a list of your prior work-related experiences and skills

Employer name, address Telephone number  May we contact this employer?	Date from	Date to	Salary/Rate	Nature of work/title
	Full-Time?	Name of immediate supervisor		Reason for leaving
Employer name, address Telephone number  May we contact this employer?	Date from	Date to	Salary/Rate	Nature of work/title
	Full-Time?	Name of immediate supervisor		Reason for leaving
Employer name, address Telephone number  May we contact this employer?	Date from	Date to	Salary/Rate	Nature of work/title
	Full-Time?	Name of immediate supervisor		Reason for leaving

List membership(s) in professional, job related organizations.

List any active professional, technical, occupational licenses or certificates and registrations you now hold.

## Work preferences

Type of employment desired? Full time \_\_\_\_\_ Summer \_\_\_\_\_ Part time \_\_\_\_\_ Will you work shifts? \_\_\_\_\_

For what type of position/work are you applying? \_\_\_\_\_

Describe all relevant machinery, equipment, computer software, etc. you have operated.

### As an applicant for employment with Mohawk Fine Papers Inc., I understand the following:

- Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.
- I will be required to submit to a physical examination. I understand that my offer of employment is conditioned on the results of the examination. All information concerning the examination will be kept separate from my personnel file and will be treated as confidential.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, and rules of conduct of the Company.
- My employment is not guaranteed for any term, and my employment may be terminated by the Company or myself at any time for any reason. No management official is authorized to make any oral assurance or promise of continued employment.
- All information (including information on any accompanying resume) is subject to verification.
- I authorize and consent to my current and prior employers, educational institutions and persons or organizations named in this application (or accompanying resume) to release any information to Mohawk that may be required to make an employment decision.

Signature \_\_\_\_\_

Date \_\_\_\_\_