



Owens Flooring, LLC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or on the basis of any other protected status in accordance with the requirements of applicable local, state, and federal laws.

## GENERAL INFORMATION

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| Name (last, first, middle initial):   |  |                                      |  |
| Address (include street, city, zip):  |  |                                      |  |
| Phone Number:   |  | Email:                               |  |
| Are you a legally authorized to work in the United States? (Proof of eligibility will be required up employment.) |  |                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| How did you learn about this position? (I.e. LinkedIn, CareerBuilder, Employee Referral, etc.)                    |  |                                      |  |
| Are you at least age 18? (if hired, you may have to provide proof of age)   |  |                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Position applying for:  |  | Can you work any shift?              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Date available to work:   |  | May we contact your present employer | <input type="checkbox"/> YES <input type="checkbox"/> NO |

## EDUCATION

| School Name & Location              | Course of Study | Graduated |    | Degree, Diploma, or Certificate an when (to be) received. |
|-------------------------------------|-----------------|-----------|----|---|
|                                     |                 | YES       | NO |   |
| High School:                        |                 |           |    |   |
| College/University                  |                 |           |    |   |
| Trade, Business, or Graduate School |                 |           |    |   |

## REFERENCES

List the name, address, and phone number of THREE people not related to you and by who you are/were not employed.

| Name | Address | Phone Number |
|------|---------|--------------|
|      |         |              |
|      |         |              |
|      |         |              |

## EMPLOYMENT HISTORY

**LIST YOUR MOST RECENT EMPLOYER FIRST.**

|                               |           |                |    |                |
|-------------------------------|-----------|----------------|----|----------------|
| Present/Most Recent Employer: |           | Dates Employed |    | Work Performed |
|                               |           | From           | To |                |
| Address                       |           | Phone Number:  |    |                |
| Job Title                     |           | Supervisor     |    |                |
| Hourly Rate/Salary:           | Starting: | Ending:        |    |                |
| Reason for Leaving            |           |                |    |                |
| 2. Employer:                  |           | Dates Employed |    | Work Performed |
|                               |           | From           | To |                |
| Address                       |           | Phone Number:  |    |                |
| Job Title                     |           | Supervisor     |    |                |
| Hourly Rate/Salary:           | Starting: | Ending:        |    |                |
| Reason for Leaving            |           |                |    |                |
| 3. Employer:                  |           | Dates Employed |    | Work Performed |
|                               |           | From           | To |                |
| Address                       |           | Phone Number:  |    |                |
| Job Title                     |           | Supervisor     |    |                |
| Hourly Rate/Salary:           | Starting: | Ending:        |    |                |
| Reason for Leaving            |           |                |    |                |

## EMPLOYMENT HISTORY (cont.)

|                     |           |                |    |                |
|---------------------|-----------|----------------|----|----------------|
| 4. Employer:        |           | Dates Employed |    | Work Performed |
|                     |           | From           | To |                |
| Address             |           | Phone Number:  |    |                |
| Job Title           |           | Supervisor     |    |                |
| Hourly Rate/Salary: | Starting: | Ending:        |    |                |
| Reason for Leaving  |           |                |    |                |

|                     |           |                |    |                |
|---------------------|-----------|----------------|----|----------------|
| 5. Employer:        |           | Dates Employed |    | Work Performed |
|                     |           | From           | To |                |
| Address             |           | Phone Number:  |    |                |
| Job Title           |           | Supervisor     |    |                |
| Hourly Rate/Salary: | Starting: | Ending:        |    |                |
| Reason for Leaving  |           |                |    |                |

## TRAINING

Additional Training Courses:

Professional Certificates:

List other special job skills you possess (l.e. computer skills, foreign languages, etc.)



## **Applicant’s Certification and Agreement**

The information contained in this application is accurate and complete to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview (s), or any other employment form or document provided to Owens Flooring, LLC, is sufficient reason not to hire me, and if hired, constitutes sufficient reason for dismissal.

I understand and agree that Owens Flooring, LLC or its authorized representatives, may investigate all information furnished in this application. I waive any right I may have to notice from any individuals organizations named or referred to in this application prior to the release of any employment information to Owens Flooring, LLC. I hereby authorize all individuals and organizations named or referred to this application to give Owens Flooring, LLC all information that related to or is requested during Owens Flooring, LLC investigation, and I hereby release those individuals, organizations and Owens Flooring, LLC from any and all liability for any claim or damage resulting there from.

I understand that, if hired, I am required to abide by all rules and regulations of Owens Flooring, LLC and to comply with all policies and procedures in the employee handbook, any policy or procedure manual, other communications to employees. I further understand that Owens Flooring, LLC policies and procedures and all employment terms and conditions are subject to modification without notice.

I understand the Owens Flooring, LLC is not obligated to provide employment, and that I am not obligated to accept employment. Nothing in this application, or in any prior subsequent oral or written statement or communication, is intended to create any contract of employment or to create any rights in the nature of a contract. This application does not bind either party for a specific period of time regarding employment. I also understand that no one has the authority to enter into an agreement, contract, or modification of the understandings expressed in this statement unless it is in writing and signed by the Senior Vice President, General Counsel, & Secretary of Owens Flooring, LLC. If hired, I understand that nothing shall restrict my right as an employee or the right of Owens Flooring, LLC as an employer to terminate my employment at any time for any reason.

I understand that any offer of employment is conditioned upon my successful completion of a pre-employment physical and drug test. I consent to a physical and drug test and understand that if I do not successfully complete the physical and drug test that they job offer will be withdrawn. I understand that any offer of employment is conditioned upon my successful completion of a background check (employment, criminal and credit). I consent to the background check and I understand any falsification or withholding of information may be grounds for withdrawing an offer of employment.

### **READ CAREFULLY BEFORE SIGNING:**

In consideration of Owens Flooring, LLC review of my application, I agree that any claim or lawsuit arising out of my employment, or my application for employment, with Owens Flooring, LLC must be filed no more than six (6) months after the date of employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six-month period of limitations set for the herein and **I waive any statute of limitations to the contrary.**

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