



EMPLOYMENT APPLICATION

| Personal Information | | | |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|-----------|
| First Name | | Middle Name | Last Name |
| Present Address | | City/State/Zip Code | How long? |
| Do you have the legal right to work in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | Phone Number | |
| Emergency Contact | Emergency Contact Phone Number | Relationship | |

Job Interest

Are you seeking a Full Time Position Part-time Position

Date Available _____ Expected Salary _____

Position applying for _____

Have you ever been employed by Interior Contractors Inc.? Yes No

If yes, give location and dates

Miscellaneous

Have you ever been convicted of a felony in the past ten years? Yes No

If yes, please explain: (Convictions are not an automatic bar to employment.)

| | | |
|--------------------------------------------------------------------------------------------------------------------|---------|------------|
| Are you related to anyone employed by ICI? <input type="checkbox"/> Yes <input type="checkbox"/> No | Name(s) | Department |
| Were you referred by anyone currently employed by ICI? <input type="checkbox"/> Yes <input type="checkbox"/> No | Name(s) | Department |

All Applicants

Please read carefully before signing

I certify that any information I give during the course of applying for employment is true and complete. I understand that any false, incorrect or misleading information, or the omission of any pertinent information including that given at the time my application may be considered as sufficient reason for my discharge, if hired. I further understand that this application is not and is not intended to be a contract of employment and that, if I am hired, my employment is at will and can be terminated by either me or the company, with or without notice for any or no reason. This application will be in effect for 60 days from the date indicated below and, if employment is not offered within the 60-day period, I understand that I must reapply to be considered for future employment. I also understand that this application for employment in no way obligates the company to employ me.

I hereby authorize Interior Contractors Inc. Company to investigate my former employment and other references and to make any further investigations deemed necessary in connection with my application for employment and I do hereby release Interior Contractors Inc. Company. and all informants of all liability whatsoever resulting from such investigations.

Supplement to employment application

I understand that an offer of employment is subject to my completion, satisfactory to the Company, of all pre-employment procedures, and submission of documentation establishing my right to work in the USA.

Signature _____

Date _____



Work History (Including Military) List name and address of all former employers, beginning with the most recent (Attach an additional sheet if necessary).

| Employers Name, Address, & Telephone Number | Dates of Employment From/To | Position/Job Description | Rate of Pay Starting/Last | Reason for Leaving | Supervisor Name & Title |
|---------------------------------------------|-----------------------------|--------------------------|---------------------------|--------------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

List any additional skills, knowledge, experience or other relevant qualifications:

References (Business and professional – Do not include relatives)

| Name | Employer Position | Address | Telephone Number | Years Known |
|------|-------------------|---------|------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |



| Education | | | | |
|-----------------------------------------------------------------------|------|------------------------|--------------------|-----------------------|
| Type of School | Name | Address / City / State | Graduated Yes / No | Degree or Certificate |
| High School | | | | |
| Business, Trade, Technical, Vocational or Junior or Community College | | | | |
| College or University | | | | |
| Other Education Describe | | | | |

| Experience | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| What experience have you had that would benefit our company? | | |
| Please check the following experience(s) that apply: | | |
| <input type="checkbox"/> Customer Service | | |
| <input type="checkbox"/> Human Resources | | |
| <input type="checkbox"/> Administrative | | |
| <input type="checkbox"/> Management | | |
| <input type="checkbox"/> Other | | |
| Do you have any commitment to or interest with another employer or business, which might affect your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: | | |
| ADMINISTRATIVE SKILLS | | |
| | Machinery (List) | Other Software (List) |
| <input type="checkbox"/> Outlook <input type="checkbox"/> Excel | | |
| <input type="checkbox"/> Word <input type="checkbox"/> Publisher | | |
| | | |

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

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Esta organización participa en E-Verify



Este empleador proporcionará a la Administración del Seguro Social (SSA, por sus siglas en inglés) y, de ser necesario, al Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) la información incluida en el Formulario I-9 de todo empleado nuevo con el propósito de confirmar su autorización de trabajo.

IMPORTANTE: Si el gobierno no puede confirmar que usted tiene autorización para trabajar, el empleador debe suministrarle las instrucciones por escrito y darle la oportunidad de ponerse en contacto con DHS o SSA antes de sancionarlo de cualquier forma o finalizar la relación laboral.

Los empleadores no pueden utilizar E-Verify para realizar preselecciones de solicitantes y no pueden limitar ni influenciar la selección de los documentos que usted presente para su inclusión en el Formulario I-9.

Para determinar si los documentos incluidos en el Formulario I-9 son válidos, este empleador utiliza la técnica de comparación fotográfica para comparar la fotografía que aparece en las Tarjetas de Residente Permanente, Tarjetas de Autorización de Empleo y pasaportes de los EE. UU. con la fotografía oficial del gobierno de los EE. UU. Asimismo, E-Verify verifica los datos incluidos en licencias de conducir y tarjetas de identificación emitidas por algunos estados.

Si considera que su empleador ha infringido sus responsabilidades en virtud de este programa o lo ha discriminado durante el proceso de verificación de la elegibilidad de empleo por su origen nacional o estatus de ciudadanía, comuníquese con la Oficina del Consejero Especial llamando al 800-255-7688, 800-237-2515 (para personas con impedimentos auditivos) o visitando www.justice.gov/crt/osc.

E-Verify funciona para todos

Para obtener más información sobre E-Verify, comuníquese con DHS al:

888-897-7781

www.dhs.gov/E-Verify

AVISO:

La ley federal exige a todos los empleadores que verifiquen la identidad y la elegibilidad de empleo de todas las personas contratadas en los Estados Unidos.



E-VERIFY IS A SERVICE OF DHS AND SSA

El logotipo y la marca de E-Verify son marcas registradas del Departamento de Seguridad Nacional. Queda estrictamente prohibida la venta comercial de este afiche.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or
(202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or
(202) 616-5525

E-mail: oscrt@usdoj.gov

Or write to:

U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

**Office of Special Counsel for
Immigration-Related Unfair
Employment Practices**



www.justice.gov/crt/about/osc

SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



Si usted tiene el derecho a trabajar legalmente en los Estados Unidos, existen leyes que lo protegen contra la discriminación en el trabajo.

Usted debe saber que:

- En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su país de origen o estatus migratorio, o negarse a aceptar sus documentos válidos y legales.
- Los empleadores no pueden rechazar documentos por que tienen una fecha de vencimiento futura.

- Los empleadores no pueden despedirlo debido a E-Verify, sin darle una oportunidad de resolver el problema.

- En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Si usted se ha encontrado en alguna de estas situaciones, contacte a la Oficina del Consejero Especial (OSC).

Para ayuda en su propio idioma:

Teléfono: 1-800-255-7688 o
202-616-5594

Para las personas con discapacidad
auditiva:

TTY 1-800-237-2515 o
202-616-5525

E-mail: oscrcrt@usdoj.gov

O escriba a:

U.S. Department of Justice - CRT
Office of Special Counsel- NYA
950 Pennsylvania Avenue, NW
Washington, DC 20530

Departamento de Justicia de EE.UU.
División de Derechos Civiles

Oficina del Consejero Especial Para
Prácticas Injustas en el Empleo
Relacionadas a Inmigración



www.justice.gov/crt/about/osc