

Employment Application



**NOTICE: National Door Industries, Inc. is a non-subscriber
to the Texas Worker's Compensation Act.**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Please print and fill out completely. Incomplete applications may not be considered.

Position(s) Applied For:		Date of Application:	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Home Phone	Cell Phone	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "Lay-off" status and subject to recall? Yes No

Can you travel is a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain.

National Door Industries, Inc. is an Equal Opportunity Employer

Education



	Name of School	Location	Course of Study	Years Completed	Major or Degree
High School					
Undergraduate College					
Graduate Professional					
Business or Trade School					
Other					

Indicate any foreign languages you can speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities that might be useful.

Describe any job-related training received in the United States military.

Specialized Skills (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Multi-Line Telephone | <input type="checkbox"/> Microsoft Excel |
| <input type="checkbox"/> Internet (Searching) | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Keyboard (Touch, Sight, or Both)) | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Ten Key (Touch, Sight, or Both) | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Microsoft Outlook |
| <input type="checkbox"/> Corel Draw | <input type="checkbox"/> Adobe Illustrator |
| <input type="checkbox"/> Quark Express | <input type="checkbox"/> Adobe InDesign |
| <input type="checkbox"/> AutoCAD | <input type="checkbox"/> SolidWorks |

Other:

Employment Experience



Application may not be reviewed if not completed fully. Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

1	Employer	Employed From	Starting Pay
	Address	Employed To	Final Pay
	Telephone Number(s)	Job Title	Supervisor
	Work Performed		
	Reason for Leaving		
2	Employer	Employed From	Starting Pay
	Address	Employed To	Final Pay
	Telephone Number(s)	Job Title	Supervisor
	Work Performed		
	Reason for Leaving		
3	Employer	Employed From	Starting Pay
	Address	Employed To	Final Pay
	Telephone Number(s)	Job Title	Supervisor
	Work Performed		
	Reason for Leaving		
4	Employer	Employed From	Starting Pay
	Address	Employed To	Final Pay
	Telephone Number(s)	Job Title	Supervisor
	Work Performed		
	Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

Additional Information



List any professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?

Yes No

References

Name	Telephone Number	Affiliation (Friend, Former Employer, etc.)	
Address	City	State	Zip Code

Name	Telephone Number	Affiliation (Friend, Former Employer, etc.)	
Address	City	State	Zip Code

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Address	City	State	Zip Code

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Applicant Questionnaire



1. In your last job, list accountabilities and responsibilities that you had.

2. What aspects of your job did you like best? The least?

3. Why did you leave your job?

4. If you could have made one suggestion to the management, what would it have been?

5. What accomplishments in previous jobs are you proud of?

6. Describe the best and worst bosses you've ever had.

7. What is your greatest strength? Weakness?

8. Tell us what you are qualified to do or enjoy doing?

9. What else should we know about your qualifications? Is there anything in particular you want to tell us about yourself?

10. What are your career goals for the next year? For the next five years?

11. If there were one thing that would keep you from working for any employer, what would it be?

