



# APPLICATION FOR EMPLOYMENT

## PERSONAL

DATE \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

How long have you been at your present address? \_\_\_\_\_

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 to begin employment? \_\_\_\_\_

Have you ever worked for or applied for a position at Mohawk? Yes / No If yes, when? \_\_\_\_\_

Have you ever pled guilty to or been convicted of a felony or misdemeanor? Yes/No

If Yes, please provide details \_\_\_\_\_

Do you have any criminal charges currently pending against you? Yes/No

If Yes, please provide details \_\_\_\_\_

*(Neither pending charges nor a prior conviction is an automatic bar from employment. Each case is considered on an individual basis in relation to the duties and responsibilities of the position)*

Do you currently use illegal drugs? Yes/No

## EDUCATION

School	Name of School and Location (City/State)	Course of Study	# of Years/ Grade Completed	Diploma/ Degree	Currently Attending?
High School			9 10 11 12		Yes/No
Undergraduate					Yes/No
Graduate					Yes/No
Business, trade school or other classes					Yes/No

## REFERENCES List at least three references, (non-relative)

Name and Address \_\_\_\_\_ Occupation \_\_\_\_\_ Telephone Number \_\_\_\_\_ Relationship to you \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Mohawk provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty status as a covered veteran, or any other protected characteristic in accordance with applicable federal, state and local laws.*

## EMPLOYMENT DATA

Give employment record as completely as possible starting with most recent employer (include military service). You may attach a resume in addition to completing this section.

Employer name, address	Date from	Date to	Nature of work/title	
Phone Number May we contact this employer?	Full-time?	Name of immediate supervisor	Reason for leaving (if not currently employed there)	
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Please explain any break in employment between the positions above.

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? \_\_\_\_\_ Desired Salary \_\_\_\_\_

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

**As an applicant for employment with Mohawk Fine Papers Inc. and any subsidiaries, I understand and agree with the following:**

- By my signature below, I certify that all information provided in and incorporated by reference into this application and all other information I provide during the hiring process is true, accurate and complete and I authorize the Company to investigate such. Misrepresentation or falsification of information or omissions by me in connection with my application are grounds for rejection of my application and/or for discipline up to and including immediate termination of employment, regardless of the timing or circumstances of discovery.
- Neither this application nor an offer of employment is an employment contract. If hired, employment is not guaranteed for any term, and my employment may be terminated by the Company or myself at any time for any reason without prior notice. No management official is authorized to make any oral assurance or promise of continued employment.
- An offer of employment is conditioned satisfactory completion of a medical examination and satisfactory background check.
- 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_