



APPLICATION FOR EMPLOYMENT

Please thoroughly complete all pages of this application. If an item does not apply to you, please indicate this with an N/A in the appropriate space. Otherwise, all areas must be completed. If the application is not completed thoroughly, it will not be processed or considered.

Applicant Name: _____ **Date:** _____

Position/Type of Work Desired: _____



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to complete the application and/or interview should notify a management representative of the organization.

Name: _____ **Date:** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Telephone Number: _____ **Alternate Telephone Number:** _____

Position/type of work desired _____ **Date available for work** _____

Do you have objections to working overtime if needed? **Yes** **No**

Can you travel if required by this position? **Yes** **No**

Have you been previously employed by Costen Floors, Inc.? **Yes** **No**

Can you submit proof of legal employment authorization and identity? **Yes** **No**

If you are under 18, can you provide a work permit if required? **Yes** **No**

Do you have a valid Virginia Driver's License? **Yes** **No**

Have you been convicted of a crime in the last 7 years? **Yes** **No**

If yes, please explain. A conviction will not automatically bar you from employment:

How were you referred to us? _____

EMPLOYMENT HISTORY

Please provide past employment history, beginning with your most recent employer.

If you are currently employed, may we contact your employer? **Yes** **No**

Employer: _____ **Position Held:** _____

Address: _____ **Telephone Number:** _____

Immediate Supervisor: _____ **Salary:** _____

Dates Employed: _____

Reason for Leaving: _____

Employer: _____ **Position Held:** _____

Address: _____ **Telephone Number:** _____

Immediate Supervisor: _____ **Salary:** _____

Dates Employed: _____

Reason for Leaving: _____



EMPLOYMENT HISTORY (cont'd)

Employer: _____ Position Held: _____
Address: _____ Telephone Number: _____
Immediate Supervisor: _____ Salary: _____
Dates Employed: _____
Reason for Leaving: _____

Employer: _____ Position Held: _____
Address: _____ Telephone Number: _____
Immediate Supervisor: _____ Salary: _____
Dates Employed: _____
Reason for Leaving: _____

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

EDUCATIONAL HISTORY

List school name and location, years completed, course of study, and any degrees earned:

High School: _____
College: _____
Technical Training: _____
Other: _____

REFERENCES

Please provide names and telephone numbers for three references (do not include relatives or employers).

1) _____ Telephone # _____ # Years Known _____
2) _____ Telephone # _____ # Years Known _____
3) _____ Telephone # _____ # Years Known _____



I hereby authorize Costen Floors, Inc. and its affiliates to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, Department of Motor Vehicles (DMV Driving Record), and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

In making this application for employment, I understand a comprehensive review of my background through a consumer report and/or investigative consumer report may be required. I understand the scope of the consumer report/investigative report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; criminal history, including reports from any criminal justice agency in any or all federal, state, county or city jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. By signing this Application for Employment I agree that I will authorize Costen Floors, Inc. or its affiliates and its designated agents and representatives to conduct such a comprehensive review by my signature on a separate Authorization to Obtain a Consumer Credit Report and Release of Information for Employment Purposes, if required.

In making this application for employment, I understand a pre-employment drug screening will be required. By signing this Application for Employment I agree that I will submit to a pre-employment drug screening by my signature on a separate Consent for Pre-Employment Drug Screening, if required.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of federal or state law.

I understand that it is the policy of Costen Floors, Inc. and its affiliates not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature

Date