



CAPITAL
Interior Contractors
Building Quality, Inspiring Integrity.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: _____ Cell Phone: _____

Social Security #: _____ Email: _____

Address History

Please list address history for the last **7 years**. Use the back of the last page of application if necessary.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Additional Certifications _____

(List all work relevant certifications) _____

Date Available: _____ Desired Salary: \$ _____ Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you been convicted of a crime in the last 5 years? YES NO Date of Conviction: _____

If so, please list the location and pertinent details of conviction: _____

If incarcerated, please list the applicable dates or time period: _____

Please identify a parole or probation officer to whom you report: _____

***Note: An arrest or conviction is not an absolute bar of employment and will only be considered in relation to specific job requirements. You are NOT required to disclose any arrest or conviction that has been expunged.**

Driving Record

License State: _____ License Number: _____ Expiration Date: _____

Is your license valid? YES NO License Type/Classification: _____

Please list all moving violations and accidents that have occurred in the past 3 years:

I authorize and consent to Capital Interior Contractors, Inc. obtaining an abstract of my driving record pursuant to § 46.2-208(B)(6) of the code of Virginia (1950) showing all information therein:

Signature: _____ Date: _____

Witness: _____ Date: _____

References

Please list three references (*persons not related to you*) that we may contact for a reference.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Employment History

Please list your last three employers, starting with the most recent. (A more extensive list (7 years) may be required upon hire.)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Drug and Alcohol Testing

In the event that the company determines that I am eligible for an offer of employment, I understand that I may be required to participate in a blood and/or urine test for substance abuse or chemical dependency. I consent to administration of such a test. I understand that in the event that I refuse to such a test or a test positive for substance abuse or chemical dependency, my application for employment will be denied. An exception will be made for the use of legally prescribed medication taken under the direction of a physician.

Applicant's Certification and Acknowledgement

As an applicant for employment with Capital Interior Contractors, Inc. ("Capital"), I hereby certify and represent to Capital that all of the information contained in this Application for Employment is true, correct and complete and is not misleading. I submit this information to Capital making specified representations about my skills, education, expertise and experience so that I may be evaluated in connection with seeking a position of employment. I recognize that Capital will reasonably rely upon all of the information that I provide and represent to it and, therefore, will be damaged by any misleading, incomplete, incorrect and/or false information that I submit and/or represent. I understand that, if any of the information contained in this Application for Employment is misleading, untrue, incorrect and/or incomplete, I will become ineligible for employment consideration or, if I am hired, my employment with Capital will be terminated.

I understand that Capital may (in its sole discretion) choose to conduct a thorough background investigation of me and my background. I hereby authorize and grant any irrevocable permission to Capital to conduct a thorough background investigation, including contacting and interviewing all of my former employers and all of my references regarding my entire background – whether positive or negative. I further authorize all of my former employers and all references to release any and all information concerning me, my previous employment and/or my background. I hereby release all of my previous employers and all references from any and all liability whatsoever in connection with any statements made by them to Capital to ensure that their comments will be both candid and complete. I further release Capital from any and all liability whatsoever in connection with conducting a thorough background investigation of me or from its use of any of the information that it obtains in the course of conducting such an investigation.

I understand and agree that, if I am employed at Capital, my employment will be based upon *mutual consent* and will be governed by Virginia's *At-Will Doctrine*. Either I or Capital, or both, in our sole discretion, may terminate the employment relationship at any time, for any reason or no reason, without incurring any liability to the other whatsoever. I further understand that no representative of Capital has the authority to enter into a verbal contract of employment or alter any employment terms verbally.

I REALIZE THAT THIS APPLICATION IS NOT A CONTRACT OR OFFER OF EMPLOYMENT.

Signature: _____ Date: _____