

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR _____ DATE _____ SALARY DESIRED _____

REFERRAL SOURCE _____ Advertisement _____ Employee _____ Relative _____ Walk-in
_____ Other _____ Name of Source (if applicable)

PEDIGO FURNITURE, INC. DOES NOT DISCRIMINATE IN ANY EMPLOYMENT PRACTICE ON THE BASIS OF RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, VETERAN'S STATUS OR DISABILITY. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION WHICH COULD BE OF A DISCRIMINATORY NATURE.

Name _____
Last First Middle

Present Address _____
Street City State Zip

Telephone Numbers: Home () _____ Work () _____

Previous Address _____
Street City State Zip

Social Security Number _____ Driver's License Number _____

Have you ever applied for employment with Pedigo Furniture? Yes _____ No _____

Were you previously employed by Pedigo Furniture? Yes _____ No _____

Are you legally eligible to work in the United States? Yes _____ No _____

Are you currently employed? Yes _____ No _____

Are you at least 17 years of age? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain. _____

Are you available to work _____ Full Time _____ Part Time _____ Temporary _____ Hours desired per week

Are you available to work overtime and Saturdays? Yes _____ No _____

If an employment offer were made, on what date would you be available for work? _____

RECORD OF EDUCATION

SCHOOL	Name and Address of School	Course of Study	Dates Attended	Circle Last Year Completed	List Diploma or Degree
High School		N/A	N/A	1 2 3 4	N/A
College				1 2 3 4	
Other (Specify)				1 2 3 4	

Please list and circle level of fluency with foreign languages, if any.

Language _____ Speak Read Write

Language _____ Speak Read Write

List any scholastic honors, office held, and activities at any academic institution. Do not include information which would reveal sex, race, age, national origin, religion, veteran status or disability: _____

Do you have plans for further education? If yes, please explain _____

Please check the following skills in which you are proficient:

Typing _____ Personal Computer _____ Calculator _____
(wpm) _____ Multi Line Telephone _____ Moving Dolly _____

Skills and Qualifications: Summarize any special skills and qualifications from employment or other experience that may qualify you for the job. (You may wish to include civic and community activities, professional societies, or special training). Do Not include information which would reveal sex, race, age national origin, religion, veteran status or disability). Also list any and all computer programs you are proficient in.

RECORD OF EMPLOYMENT

Please list all previous employers starting with the most recent

Company Name	Telephone
Address	Employed From (Mo/Yr) To
Name of Supervisor/Title	Starting Hourly Rate/Salary Final
Your Title/Job Duties	Reason For Leaving

Company Name	Telephone
Address	Employed From (Mo/Yr) To
Name of Supervisor/Title	Starting Hourly Rate/Salary Final
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Company Name	Telephone
Address	Employed From (Mo/Yr) To
Name of Supervisor/Title	Starting Hourly Rate/Salary Final
Your Title/Job Duties	Reason For Leaving

Please note if you have worked under a different name for any of these employers

May we contact the former employers listed above?

Yes _____

No _____

If presently employed, may we contact your present employer?

Yes _____

No _____

Signature of Applicant

Date

PLEASE READ CAREFULLY BEFORE SIGNING THE APPLICATION.

(If you have any questions regarding this statement, please ask a manager before signing.)

I certify that answers given herein are true and complete. I authorize Pedigo Furniture to investigate all statements in this application and to secure financial and credit information through an appropriate agency. I understand that I have the right to request that Pedigo Furniture completely and accurately disclose to me the credit information obtained. Such a request must be made in writing to Casey Evans-Smith, secretary/treasurer of Pedigo Furniture, Inc., within a reasonable amount of time after completion of this application. Additionally, I authorize Pedigo Furniture to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with legal and proper interest.

I further understand that any false information, misleading statements or omissions of facts will be sufficient cause for rejection of my application if Pedigo Furniture has not employed me and for immediate dismissal if Pedigo Furniture has employed me.

I also understand that Pedigo Furniture has the right to modify any of its policies without giving prior notice of the changes to me. This application will be given every consideration, but its receipt or communications with any official of Pedigo Furniture does not imply that I will be employed. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that Pedigo Furniture retains the right to terminate my employment at any time for any reason. No supervisor, manager or officer of Pedigo Furniture has the authority to modify, in any way, the "at will" employment relationship unless such modification is reduced to a formal written agreement and signed by one of the officers of Pedigo Furniture.

In the event of employment with Pedigo Furniture, I will comply with all rules, regulations, and policies set forth in Pedigo Furniture's policy manuals or other communications distributed by Pedigo Furniture. In addition, I do hereby pledge to observe in confidence and not disclose any information relating to Pedigo Furniture business with any person, firm or corporation, except such matters that I may have express authority from an officer of Pedigo Furniture to disclose. I understand that Pedigo Furniture promotes an alcohol/drug free workplace. I agree to abide by the guidelines set forth in Pedigo Furniture's alcohol/drug abuse policy.

I hereby acknowledge that I have read and understand the preceding statements.

Signature of Applicant

Date

AUTHORIZATION FOR CREDIT REPORT FOR EMPLOYMENT OR ADVANCEMENT

I, _____ have applied for a position with Pedigo Furniture, Inc. I understand that a Consumer Credit report and other reference checks will be part of the application process for this job. I hereby give Pedigo Furniture, Inc. authorization to secure a credit report, driving record, prior work history, and any other reference checks they deem necessary in considering me for employment or advancement with the furniture store.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE INFORMATION

I, _____		_____
_____	_____	_____
Last Name		First Name
_____		_____
Current Address (full address)		Dates Lived Here
_____		_____
_____	_____	_____
City	State	Zip
Addresses for the last 20 Years: (include street, state, zip code)		Dates of Residence
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
_____	_____	_____
Social Security Number	Driver's License Number	State Issued

I do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent that Pedigo Furniture, Inc. chooses to use to obtain such records, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature, and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively for Pedigo Furniture, Inc. for identification purposes and for the release of information which will be considered in determining any suitability for employment and , if applicable to comply with Texas HB 705. I certify that I have made true, correct and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by Pedigo Furniture to furnish the above-mentioned information.

**I hereby do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference section of your application.)

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and/or my discharge after employment.

_____	_____	_____
Printed Name	Applicant Signature	Date

EMERGENCY CONTACT: _____

_____	_____
NAME	PHONE NUMBER