

CAPITOL FINISHES, INC.
PRE-EMPLOYMENT APPLICATION

Our company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, or any disability as provided in the Americans with Disability Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Date _____

PERSONAL:

Name _____ Home Phone (____) _____
Last First Middle AC

Present Address _____
No. Street City State Zip

Social Security No. _____ Are you over 18? _____

Are you a citizen of the U.S. _____ Do you have the legal right to be employed in the United States? _____

Have you ever been convicted of any crime (excluding minor traffic violations) including DWI? _____
If yes, state the offense, location, date and disposition. _____

NOTE: A conviction will not necessarily disqualify you from employment.

Would you be willing and able to relocate? _____

Do you have your own transportation? _____
Drivers License: State _____ Type _____ Currently Valid? _____

EMPLOYMENT DESIRED:

Position applied for _____ Salary desired _____

Date available for start _____

Have you ever applied to our company before? _____ Have you ever worked for our company before? _____
If you answered yes to either of these questions, state when and where you applied and/or worked. _____

How did you learn of our company and/or position? _____

Are there any days or hours you would be unable or unwilling to work? Please specify

Are you willing and available to travel at the company's expense to our other locations when work scheduling necessitates it? _____

EDUCATION:

Name, Address, and Location	Dates	Courses Studied
High School	Diploma:	Yes _____ No _____
College	Diploma:	Yes _____ No _____
Trade School or Other School	Diploma:	Yes _____ No _____

If you did not graduate, why did you leave high school or college? _____

List any scholastic honors, offices held, and activities involved in during high school and college.

List and describe any other school or specialized training. _____

MILITARY:

Have you ever served in the military? _____ Service/Branch _____

Date entered _____ Date Separated _____ Final Rank _____

CAPABILITY/RELIABILITY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? _____ If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? _____ If yes, explain. _____

Will you abide by the safety rules of this company? _____ Have you ever been disciplined for violating company safety rules or regulations? _____ If yes, explain. _____

How many days of work (or school) have you missed in the last two years? _____ How many times have you been late for work (or school) in the last two years? _____

Would you be willing and able to report to work on time every day on a regular and consistent basis? _____ If no, explain. _____

WORK HISTORY:

List names of employers in consecutive order with your present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Please give month and year. Do not reference your resume.

Name	Name and Title of Last Supervisor
Address	
	<hr/>
	Dates of Employment:
Telephone	Starting Salary:
Nature of Business	Ending Salary:
	Your Title:
<hr/>	
Reason for Leaving:	
Please describe you duties:	
<hr/>	

Name	Name and Title of Last Supervisor
Address	
	<hr/>
	Dates of Employment:
Telephone	Starting Salary:
Nature of Business	Ending Salary:
	Your Title:
<hr/>	
Reason for Leaving:	
Please describe you duties:	
<hr/>	

Name	Name and Title of Last Supervisor
Address	
	<hr/>
	Dates of Employment:
Telephone	Starting Salary:
Nature of Business	Ending Salary:
	Your Title:
<hr/>	
Reason for Leaving:	
Please describe you duties:	
<hr/>	

If you have worked in any of your previous positions under another name, please give that name(s) _____

May we contact your present employer? _____

Have you ever been fired or asked to resign from a job? _____ If yes, please explain _____

SPECIAL SKILLS (Please fill in those that apply to you.)

Typing Speed _____ Shorthand Speed _____
Computer: Microsoft Word _____
Excel _____
Peachtree _____
Other Software _____

Use the space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

REFERENCES (Please give three references, not relatives or former employers.)

NAME	ADDRESS	PHONE	OCCUPATION

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH LIE DETECTOR TEST OR OTHER EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VOILATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading, or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drug and alcohol tests when given pursuant to Company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written and verbal employment contracts with me for any definite period of time without the express written consent of the Board of Directors. I also understand that my employment is "at-will" and may be terminated by myself or by the Company at any time for any reason or no reason at all with or without prior notice.

Signature _____

Date _____

COMPANY USE ONLY

Interviewed By: _____

Interviewers Remarks: _____

Is the operation of a company vehicle a job requirement? _____

If so, has a request for driver's record been made? _____

Date _____

To Whom It May Concern:

I have applied for a position at Capitol Finishes, Inc. and they may wish to obtain information related to my former employment with your firm.

I hereby authorize the release of information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

Printed Name

Social Security Number

Signature