



Manko Window Systems, Inc. – Application for Employment

Manko Window Systems, Inc. is a drug free environment. Drug testing as well as physical capacity tests are required.

Date of Application: ____/____/____

Name: _____ Social Security Number: _____ - _____ - _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

E-mail: _____ Referral Source (How did you hear about Manko?): _____

Have you ever been employed here before? If yes, give dates and positions:

Are you legally eligible for employment in the country? YES NO Date available for work: ____/____/____

What is your desired salary range? \$ _____ Time of employment desired: Full Time Part Time Seasonal

Driver's License Number: _____ Class: _____ State: _____

Have you ever been convicted of a crime? If yes, provide dates and details: _____

Employment History

Start with the most recent employer:

Employer: _____ Telephone: _____ Date Employed: _____ to _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Hr wage / salary: \$ _____ Immediate Supervisor and Title: _____

May we contact them for a reference? YES NO Job Responsibilities: _____

Why did you leave? _____ How was your attendance? _____

What did you like most about your position? _____ Least? _____

Employer: _____ Telephone: _____ Date Employed: _____ to _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Hr wage / salary: \$ _____ Immediate Supervisor and Title: _____

May we contact them for a reference? YES NO Job Responsibilities: _____

Why did you leave? _____ How was your attendance? _____

What did you like most about your position? _____ Least? _____

Employer: _____ Telephone: _____ Date Employed: _____ to _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Hr wage / salary: \$ _____ Immediate Supervisor and Title: _____

May we contact them for a reference? YES NO Job Responsibilities: _____

Why did you leave? _____ How was your attendance? _____

What did you like most about your position? _____ Least? _____



Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates you have:

Computer Skills: Word Processing/Spreadsheet

Educational Background

College: (1) (2) (3) (4) (+) (Vocational / Technical) School: Degree:

Certification: GPA: Major/Minor:

High School: Completed: Diploma: GED:

References

List name and telephone number of two businesses/work references who are NOT related to you and are NOT previous supervisors:

Name: Title: Relationship to you:

Telephone: Number of years known:

Name: Title: Relationship to you:

Telephone: Number of years known:

In case of an emergency, please list the nearest relative:

Name: Telephone: Relationship to you:

Application Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, completed and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of time or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United State and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresenting in any respect, will be sufficient cause to (i) eliminate my from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is disclosed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: Date: / /



Employment Questionnaire

Revised 1-08

Please complete the first page (front and back) of the employment application and the questions listed below.

RETURN ALL OF THE INFORMATION.

1. How well can you read and understand the dimensions of a tape measure?

VERY WELL

SOME WHAT

NOT VERY WELL

2. Has the reading of a tape measure been required for previous employment?

YES

NO

3. Have you worked with hand or power tools before?

YES

NO

If yes, please list tools: _____

4. We manufacture aluminum windows and doors. All materials are cut and assembled into the finished products. Have you ever built or constructed anything before?

YES

NO

If yes, please describe: _____

5. Work hours – Monday thru Friday – 7:30 a.m. to 5:30 p.m. / 3:30 p.m. to 1:00 a.m. Which shift do you prefer?

DAY SHIFIT (7:30 a.m. – 5:30 p.m.) EVENING SHIFT (3:30 p.m. – 1:00 a.m.)

6. If asked to work outside installing windows or doors you may be required to work above the ground level. Are you afraid of heights?

YES

NO

7. Please rate your attendance during the past 6 months.

EXCELLENT

GOOD

AVERAGE

8. Previous work experience not noted on application

We will be contacting your previous employer for employment verification. Please make sure you have given us correct telephone numbers and names for the verification. Thank you for considering employment at Manko Window Systems, Inc.