

Application For Employment

821 Bradley Avenue
Cheyenne, WY 82007
307-632-4278

SCHROLL CABINETS
Custom designed. Locally crafted.

Date Out _____
Date In _____

Applicant: Please complete the answers to the following and provide requested information in ink. Please print. You may include additional information which you think may be helpful in considering your qualifications. All applicants for employment are considered without regard to race, color, religion, sex, national origin or ancestry. **Applications not completely filled out will be disqualified.**

Section 1 - Personal Data

Name _____
Last First Middle

Mailing Address _____
Street City State Zip

Home Telephone () _____ Business telephone () _____

If you have ever worked or attended school under a name(s) other than that above, give name(s) _____

Are you eighteen years of age or older? Yes _____ No _____

If hired, can you provide proof that you are either a United States citizen or otherwise legally permitted to work in the United States?

Yes _____ No _____

(Answering Yes to any question in this section will not necessarily disqualify you from employment consideration.)

Have you had any previous work-related injuries or illnesses? Yes _____ No _____

If yes, describe: _____

Do you have any physical condition that may affect your ability to perform the job for which you are applying? Yes _____ No _____

If yes, explain: _____

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

If yes, explain: _____

Have you ever applied with this company before? Yes _____ No _____ When? _____

Section 2 - Job interest

Who referred you to this company? _____

Applying for: Full time _____ Part time _____ Temporary _____ Date available for employment? _____

Preferred position(s) _____ Salary/Rate expected? Rate _____ Salary _____

List the skills that qualify you for the position(s) you are interested in _____

Do you have a currently valid drivers license? Yes _____ No _____

List equipment/machinery you are qualified to operate (lift truck, radial saw, word processor, etc.) _____

Section 3 - Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 +

Colleges/Trade Schools:

Name _____
 _____ From Mo/Yr _____ To Mo/Yr _____ Major _____
 City _____ State _____
 Type of Degree _____ Date Received _____

Name _____
 _____ From Mo/Yr _____ To Mo/Yr _____ Major _____
 City _____ State _____
 Type of Degree _____ Date Received _____

U.S. Military Service

Active _____ Retired _____ Reserve _____
 Branch of Service _____ From _____ To _____ Final Rank _____
 Job Specialty _____
 Special Training _____

Section 4 - Employment History

List at least three former supervisors who are familiar with your job related abilities.

Name	Address	Telephone	Job Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Start with your most recent employment (including current job if employed) and list all jobs you have held in the last 10 years or since leaving school. Additional information may be placed on a separate sheet, or a resume may be attached. Account for periods of unemployment of more than one month below or in the special comments section on the last page.

Employer _____ From _____
 to _____
 Address _____
 Street _____ City _____ State _____ Zip _____ Phone No. _____
 Name and Title of Supervisor _____
 Job Titles and Duties _____
 Reason for leaving _____
 Base Rate of Pay _____ Ending \$ _____ Per _____ Start \$ _____ Per _____
 Amount and Date of Last Increase _____
 May We Contact Your Previous Employer? Yes _____ No _____

Employer _____ From _____
 to _____
 Address _____
 Street _____ City _____ State _____ Zip _____ Phone No. _____
 Name and Title of Supervisor _____
 Job Titles and Duties _____

Reason for leaving _____
Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____
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to _____
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Job Titles and Duties _____

Reason for leaving _____
Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____
Amount and Date of Last Increase _____
May We Contact Your Previous Employer? Yes _____ No _____

Section 5 - Comments and Certificates

Explain here or on another sheet your primary area of specialization and experience. For example, if you are applying for a production position, detail experience you have which would be similar.

I UNDERSTAND THAT OMISSION OR MISREPRESENTATION OF MATERIAL FACTS IN THIS APPLICATION MAY RESULT IN REFUSAL OF OR SEPARATION FROM EMPLOYMENT. I HEREBY AUTHORIZE THE COMPANY TO MAKE ANY INVESTIGATION OF MY BACKGROUND DEEMED NECESSARY. I HAVE NO OBJECTION TO MAKING APPLICATION FOR BONDING, SIGNING AN EMPLOYMENT AGREEMENT, TAKING A MEDICAL OR APTITUDE EXAMINATION. I UNDERSTAND THE LANGUAGE USED IN THIS APPLICATION FOR EMPLOYMENT IS NOT INTENDED TO CREATE, NOR IS IT TO BE CONSTRUED TO CONSTITUTE, A CONTRACT OF EMPLOYMENT BETWEEN SCHROLL CABINETS INC. AND MYSELF IN THE EVENT I AM HIRED BY SCHROLL CABINETS, INC. IN THE EVENT I AM HIRED, I UNDERSTAND I AM HIRED AS AN AT WILL EMPLOYEE, AND JUST AS I MAY VOLUNTARILY LEAVE AT ANY TIME, MY EMPLOYMENT AND COMPENSATION MAY BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY SCHROLL CABINETS, INC. IN ITS SOLE DISCRETION. I UNDERSTAND THERE WILL BE NO PROMISES, EXPRESS OR IMPLIED, FOR CONTINUED EMPLOYMENT AND NO ONE EXCEPT THE BOARD OF DIRECTORS OF SCHROLL CABINETS, INC. IS AUTHORIZED TO WAIVE OR TO MODIFY THESE CONDITIONS OF EMPLOYMENT.

Applicant's Signature

Date

Please complete back (page 4) before signing.

Section 6 - Applicant Screening Test

(Please answer all questions completely and honestly)

Describe the worst problem you've had with a job. _____

What do you like to do to relax? _____

What would you do if a co-worker was rude? _____

Have you had a job where you felt unappreciated, or not treated as well as other employees? How did you handle it? _____

It's natural for employers to see personality conflicts or a difference of opinion between an employee and a supervisor. Tell about a time when this happened to you. _____

What caused the problem? _____

How did you try to solve the problem? _____

What do you do if you see a co-worker take company property? _____

What are you expecting from this job if hired? _____

What do you do if things at work aren't going the way you think that they should? Please give an example of how you've handled this type of situation. _____

SCHROLL CABINETS

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Prospective Employee,

Welcome to Schroll Cabinets, Inc., and thank you for considering us for your place of employment. Schroll Cabinets is a manufacturer of fine wood custom cabinetry marketed both in the commercial and residential areas. Our home office, warehousing, countertop fabrication, and manufacturing facilities are all located in Cheyenne, Wyoming. Although all manufacturing is done in Cheyenne, Wyoming, we are considered a regional supplier with offices and showrooms located in Colorado Springs, Denver, and Fort Collins, Colorado.

Currently we have over 60 job description categories varying from unskilled to advanced skilled.

It is important that all sections of your application be completed, and that you complete an enclosed reference authorization form for each of your 3 most recent employers, so we may begin to determine a possible job position. Applications turned in without employment history phone numbers will not be considered. We encourage you to give us any additional information about yourself, such as a resume or letters of recommendation.

Schroll Cabinets, Inc., prides itself on three major points: HIGH QUALITY PRODUCTS, SUPERIOR SERVICE TO OUR CUSTOMERS, and A WORK FORCE CONTENT WITH THEIR EMPLOYMENT. Several of our employees have been with Schroll for more than 30 years.

After reviewing applications, we will call selected applicants for a personal interview. During your personal interview, you may be scheduled to take our standard personnel tests. This will help us to better determine how your skills match the current needs of the company.

Our final step is to clarify any questions you, or we may have following completion of the screening process.

Good luck! We look forward to welcoming you to our team.

SCHROLL CABINETS

821 Bradley Avenue
Cheyenne, WY 82007

Phone 307-632-4278
Fax 307-634-7537

REFERENCE AUTHORIZATION FORM

TO: _____ DATE: _____
(Previous Employer)
ATTN: _____ FAX #: _____
(Contact Person)
PHONE #: _____

I authorize Schroll Cabinets, Inc., to contact the above employer for the purpose of verifying the information I have provided below.

(APPLICANT'S PRINTED NAME)

(APPLICANT'S SIGNATURE)

TO BE COMPLETED BY APPLICANT:

- Dates worked:
_____ to _____
 - Ending wage:
_____ / _____
 - Job title:

 - Reason for leaving:

- Comments: _____

TO BE COMPLETED BY PREVIOUS EMPLOYER:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Comments: _____

Thank you for providing this reference! Please respond within five days if possible.

PLEASE RETURN FAX TO:

Cheyenne area 634-7537
Outside Cheyenne 1-800-500-4559

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_____ to _____
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_____ / _____
7. Job title:

8. Reason for leaving:

- Comments: _____

TO BE COMPLETED BY PREVIOUS EMPLOYER:

- YES NO
- YES NO
- YES NO
- YES NO

Comments: _____

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