



**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*



*On our Team, everyone is important. This is why Paradigm Window Solutions (Paradigm) strives to provide everyone with a chance to develop and excel. We seek to employ the best qualified individuals for our positions and provide equal opportunity for advancement to all employees in a manner that does not discriminate against any person because of race, creed, color, sex, religion, age, national origin, marital status, disability, veterans status and citizenship status, or any other characteristic protected by law.*

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle Initial

Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Current Address: \_\_\_\_\_  
No. Street City State Zip Code

How long at this address: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
No. Street City State Zip Code

How long at this address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you over the age of 18?  Yes  No *(If not, employment is subject to verification that you are of minimum legal age.)*

Are you legally permitted or otherwise authorized to work in the United States?  Yes  No

List any friends or relatives working for Paradigm:

	<small>Relationship</small>
<small>Name</small>	
	<small>Relationship</small>
<small>Name</small>	

How were you referred to Paradigm  Newspaper Ad  Internet Job Posting  Job Fair

Other: \_\_\_\_\_  Employee Referral (Employee Name): \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Position applying for: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Shift Preference:  1<sup>st</sup>  2<sup>nd</sup> Type of employment:  Full time  Part Time  Temporary

What days and hours are you available to work? Days: \_\_\_\_\_ Hours: \_\_\_\_\_

What salary or pay rate do you expect? \_\_\_\_\_ Do you have reliable transportation to work?  Yes  No

Have you ever applied for a job with us before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been discharged or asked to leave a job?  Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Can you perform the essential functions of the job being applied for with or without reasonable accommodation?  Yes  No

## EMPLOYMENT RECORD

*List your present and past employers during the last 10 years, starting with the most recent.*

*Attach a separate sheet if necessary.*

Employer Name	Address	Telephone Number
Job Title	Immediate Supervisor	Dates Employed From                      To
Reason For Leaving	May we contact this employer for a reference?	
	<input type="radio"/> Yes <input type="radio"/> No	

Employer Name	Address	Telephone Number
Job Title	Immediate Supervisor	Dates Employed From                      To
Reason For Leaving	May we contact this employer for a reference?	
	<input type="radio"/> Yes <input type="radio"/> No	

Employer Name	Address	Telephone Number
Job Title	Immediate Supervisor	Dates Employed From                      To
Reason For Leaving	May we contact this employer for a reference?	
	<input type="radio"/> Yes <input type="radio"/> No	

Employer Name	Address	Telephone Number
Job Title	Immediate Supervisor	Dates Employed From                      To
Reason For Leaving	May we contact this employer for a reference?	
	<input type="radio"/> Yes <input type="radio"/> No	

Employer Name	Address	Telephone Number
Job Title	Immediate Supervisor	Dates Employed From                      To
Reason For Leaving	May we contact this employer for a reference?	
	<input type="radio"/> Yes <input type="radio"/> No	

## EMPLOYMENT QUESTIONS

Are you currently employed?    Yes    No

Does your present employer know of your plans to change employment?    Yes    No

Why do you desire to make a change? \_\_\_\_\_

\_\_\_\_\_

If we cannot contact any of the employers on the previous page, please explain why: \_\_\_\_\_

\_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATION INFORMATION

	Name and Address of School	Major Subject(s)	Diploma or Degree	Graduated Y/N
High School				
College				
Graduate School				
Other				

### REFERENCES

*List persons who have direct knowledge of your abilities and qualifications. Do not include anyone related to you.*

*Note: All references may be contacted during the recruiting process.*

NAME	ADDRESS	OCCUPATION	TELEPHONE NUMBER

### ADDITIONAL INFORMATION

Are there any experiences, skills, or qualifications you have that specifically relate to working here?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONDITIONS OF EMPLOYMENT**

Paradigm Window Solutions sets high standards for its employees. Compliance with these standards is a Condition of Employment. You need to carefully consider these requirements before accepting a position with us. As an employee, you will be expected to comply fully with these work standards as well as other work rules, which will be described in full if you are hired.

**CUSTOMER SERVICE**

- Treat customers with an exceptionally friendly attitude at all times and under all circumstances

**TEAMWORK**

- Contribute to building a positive team spirit.
- Work cooperatively in group situations, putting success of the team above your own interests.

**ATTENDANCE/PUNCTUALITY**

- Always report to work when scheduled and on time.
- Call your Supervisor before your scheduled shift when sick.

**HONESTY**

- Be honest with the Company, customers, and coworkers.

**PERSONAL APPEARANCE**

- Maintain a business-like, professional appearance (dress and grooming), according to our dress code.

Would you be able to comply with all requirements as listed?       Yes       No

If "no", or if you have concerns about being able to comply with any of these requirements, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENTS AND AGREEMENTS**

**ALL APPLICANTS:** Please read the following and address any questions to the Human Resources Representative before signing below.

<p>I acknowledge that from time to time Paradigm Window Solutions (Paradigm) may be required to submit certain information with regard to my employment or application for employment. I hereby authorize the Company to release employment information to agencies who request details.</p>	<p>I hereby certify that all statements and answers made on this employment application are complete and true. I understand that if, subsequent to employment, any statements and/or answers are found to be false or information is omitted, such false statement or omissions will be considered grounds for termination of my employment. I also authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other people to answer all questions asked concerning my ability, character, reputation, and previous employment record.</p>
<p>I understand that if I am employed by Paradigm my employment will be on an "at-will" basis. As an at-will employee, I understand that Paradigm may terminate my employment at any time for any reason or no reason.</p>	<p>I understand that, if hired by Paradigm or its divisions, subsidiaries, and affiliates, I must provide proof of employment eligibility under the Immigration Reform and Control Act.</p>

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_