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APPLICATION FOR EMPLOYMENT

New Windows for America is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, gender, national origin, sexual orientation, genetic information, disability, age, marital status or any other protected status. Applicants who require an accommodation throughout the application and interview process should request this in advance. Additional testing of job related skills may be required prior to employment. If you feel that you have been discriminated against during the application process, contact the Human Resources Department at 952-832-8370.

Position Sought: _____

How did you learn about the position? _____

Name _____ Date _____

Current Address: _____ City _____ State _____ Zip _____

Permanent Address: _____ City _____ State _____ Zip _____

Length at residence _____

If less than 7 years:

Previous Address: _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Other Phone _____

Email Address: _____ Social Security Number _____ - _____ - _____

What type of employment are you seeking? ☐ Part-time ☐ Full time Specify hours: _____

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? ☐ Yes ☐ No

Have you ever been involuntarily terminated or asked to resign from any position of employment? ☐ Yes ☐ No

If yes, please describe circumstances: _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? ☐ Yes ☐ No

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT*(Most Recent First.)*

1. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____ Title _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____ Title _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

3. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____ Title _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

4. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____ Title _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

Availability:

Mondays _____ Tuesdays _____ Wednesdays _____ Thursdays _____

 Fridays _____ Saturdays _____ Sundays _____

Please describe your personality and work traits: _____

[illegible]

Why are you the best applicant for the position? _____

[illegible]

REFERENCES

(Two Professional then Two Personal References)

1. Name _____ Job Title _____

Company _____ Phone _____ Extension _____

Address _____ City _____ State _____ Zip _____

2. Name _____ Job Title _____

Company _____ Phone _____ Extension _____

Address _____ City _____ State _____ Zip _____

3. Name _____ Relationship _____

Number of years known: _____ Phone _____ Cell _____

Address _____ City _____ State _____ Zip _____

4. Name _____ Relationship _____

Number of years known: _____ Phone _____ Cell _____

Address _____ City _____ State _____ Zip _____

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date