

TRIVETT'S FURNITURE

3986 Plank Road ♦ Fredericksburg, VA 22407 ♦ 540.786.6311
2051 B Chianbridge Rd ♦ Vienna, VA 22182 ♦ 703.752.7995

APPLICATION FOR EMPLOYMENT

All applicants will receive consideration for employment on an equal basis. Trivett's will not discriminate based upon any protected classification as defined in any applicable Federal or state law.

Reasonable accommodation for the physical or mental impairments of qualified applicants will be made.

Application must be completed fully and legibly (even if attaching a resume) to receive full consideration for employment.

P E R S O N A L	(Full Name as it appears on Social Security Card)		Today's Date
	Last Name	First MI	
	Street Address		Best time to reach you
	City, State, Zip		Home Phone ()
	County	Business Phone ()	Cell Phone ()
	Have you worked for Trivett's Furniture before? <input type="checkbox"/> Yes <input type="checkbox"/> No		E-Mail Address
	If yes, date when employed _____ Your name when employed, if different from above _____		
	Position you are applying for		Pay desired \$ Per hour
	I am available and desire to work the following shift <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
	I am available and desire to work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Because <input type="checkbox"/> Student <input type="checkbox"/> Other Job <input type="checkbox"/> Other (explain)		
Do you have valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No		Available to begin work on	
How did you hear of our company or job opening?		State age, if under 18	

E M P L O Y M E N T	Give accurate, legible, complete full-time and part-time employment record. Start with present or most recent employer.
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1	Company Name	Telephone ()
	Address	Employed (<i>state month and year</i>) From To
	Name of Supervisor	Hourly Pay Starting Ending
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed (<i>state month and year</i>) From To
	Name of Supervisor	Hourly Pay Starting Ending
	State Job Title and Describe Your Work	Reason for Leaving

FOR APPLICANT USE

**DRUG SCREENING IS CONDUCTED AT THIS FACILITY.
ALL OFFERS OF EMPLOYMENT ARE CONTINGENT ON THE RESULTS OF THIS.**

I, _____, hereby give my consent to Trivett's Furniture, Fredericksburg, VA, to collect the following samples from me upon my acceptance of a conditional offer of employment:

- Urine test for substance abuse or chemical dependency

I understand that if I decline to sign this consent and thereby decline to take the test, the medical examination will not be completed. The Human Resource Department will be so notified and the conditional offer of employment will be withdrawn.

If the test is confirmed as positive, the results will be reported to the Human Resource Department. An exception will be made for the legally prescribed medications taken under the direction of a physician.

My signature below indicates that I consent to the substance abuse testing as outlined above.

Applicant's Signature: _____

Date: _____

Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If necessary, may we perform a background check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to go to arbitration if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

We want to thank you for taking the time to provide us information about yourself, and we want to assure you that your application will be considered very carefully. If your qualifications match our needs, we will contact you by phone to schedule an interview.

AUTHORITY AND RELEASE

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm corporation, school or government agency, its officers, employees and agents, or any other person or entity making a written or oral request for such information regarding my past employment. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of

action, action, damages, or costs, including attorneys' fees, present or future, whether known or unknown, anticipated, arising from or incidental to the disclosure or release of any information of opinions concerning my employment pursuant to this authorization, except for the malicious and willful disclosure or derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

If selected for a position, I understand that my employment at Trivett's is 'At Will' and that Trivett's Furniture has the right to terminate my employment, with or without cause, and with no prior notice. As an employee I can also terminate my employment with Trivett's 'At Will', with or without cause and with no prior notice.

I understand while employed by Trivett's that if I am promoted, the 'At Will' policy will be retained.

Signature of Applicant: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)

Hired <input type="checkbox"/> Yes <input type="checkbox"/> No	Position _____	Pay \$ _____
Date of Job Offer _____	Shift _____	
Drug Test <input type="checkbox"/> Yes <input type="checkbox"/> No	Human Resources Representative _____	Date _____
Orientation Start Date _____		