

APPLICATION FOR EMPLOYMENT

Please type or print clearly and provide all requested information. Use "Refer to Resume" only to provide a detailed "Description of Duties, Responsibilities" on reverse side.

It is the policy of Lawrence Roll Up Doors ("Lawrence Doors") to provide equal opportunity in employment and advancement without regard to race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religion (including religious dress and grooming practices), creed, color, age, sex, national origin, sexual orientation, gender, gender identity, gender expression, genetic information, physical or mental disability, marital status, military status, citizenship status or any other basis protected by federal, state or local law or ordinance. Should an applicant need a reasonable accommodation in the application process, he/she should contact a Lawrence Doors representative. Lawrence Doors will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

Personal

Last Name	First Name	M.I.	Application Date		
Address	City	State	Zip	Email Address	
Daytime Phone Number		Evening Phone Number		Cellular Phone Number	
()		()		()	
If offered employment, can you provide verification of your legal right to work in the U.S.?					
Yes		No			

General Information

Position Desired		Full-time or part-time?				Date Available			
How were you referred to us?		Will you work overtime?				Will you work weekends?			
		Yes		No		Yes		No	
Are you over 18 years of age?									
Yes		No							
Have you applied to work at Lawrence Doors in the past?						Yes		No	
If yes, state when.									
Do you have any friends or relatives employed by Lawrence Doors?						Yes		No	
If yes, state name and job:									
Are you able to perform the essential duties of the position for which you are applying either with or without reasonable accommodations? Yes No									
If applicable, please indicate what type(s) of reasonable accommodations are needed.									

Education	<i>Name of School and Location (City & State)</i>	Did you Graduate? Yes or No	Degree and Major	Dates of Attendance	Grade G.P.A.
High School					
College/University					
Graduate School					
Tech/Trade/ Military/Other					
Tech/Trade/ Military/Other					

Job Related Skills/Licenses (Computer, Typing [WPM], Driving, etc.)

Other Course(s) or Training Related to Desired Work

Professional Registrations/Certifications

Other Job-Related Activities (e.g., Professional Memberships) that may prove beneficial to your work.

Employment History

List present employer first. Include periods of time for the past ten (10) years whether employed or unemployed, including volunteer work and active military service (use additional forms if necessary). Use "Refer to Resume" only to provide detail in "Description of Duties and Responsibilities."

1	From (Month/Year)	To (Month/Year)	Total Months/Years	
----------	-------------------	-----------------	--------------------	--

Full name of Employer:

Main Office Address:

City:	State:	Zip:
-------	--------	------

Reason for leaving:	Name of Your Supervisor:
---------------------	--------------------------

Starting Position:	Your Supervisor's Phone Number: Ext.
--------------------	---

Last Position:	
----------------	--

Description of Duties, Responsibilities:

2	From (Month/Year)	To (Month/Year)	Total Months/Years	
----------	-------------------	-----------------	--------------------	--

Full name of Employer:

Main Office Address:

City:	State:	Zip:
-------	--------	------

Reason for leaving:	Name of Your Supervisor:
---------------------	--------------------------

Starting Position:	Your Supervisor's Phone Number: Ext.
--------------------	---

Last Position:	
----------------	--

Description of Duties, Responsibilities:

3	From (Month/Year)	To (Month/Year)	Total Years/Months	
----------	-------------------	-----------------	--------------------	--

Full name of Employer:

Main Office Address:

City:	State:	Zip:
-------	--------	------

Reason for leaving:	Name of Your Supervisor:
---------------------	--------------------------

Starting Position:	Your Supervisor's Phone Number: Ext.
--------------------	---

Last Position:	
----------------	--

Description of Duties, Responsibilities:

4	From (Month/Year)	To (Month/Year)	Total Years/Months	
Full name of Employer:				
Main Office Address:				
City:		State:	Zip:	
Reason for leaving:			Name of Your Supervisor:	
Starting Position:			Your Supervisor's Phone Number: Ext.	
Last Position:				
Description of Duties, Responsibilities:				
May we contact your current employer?		Yes No	May we contact all of your past employers? Yes No	
			If not, which one(s)? Please indicate:	
Have you ever been discharged from any position for misconduct or unsatisfactory services? Yes No				
If yes, please explain.				
Business or Job-Related References				
Please name three business or job-related references (in addition to supervisors named above)				
<u>Name</u>	<u>Address & Telephone Number</u>		<u>Occupation</u>	
Personal References				
Please name three personal references (not former employers or relatives)				
<u>Name</u>	<u>Address & Telephone Number</u>		<u>Occupation</u>	
Why are you interested in working for Lawrence Doors?				
Driving Record – Fill out if position applied for requires driving for work				
Do you have a valid California license? Yes No				
Do you have automobile insurance as required by law in California? Yes No				

_____ Initial	1.	I understand that after receiving a conditional offer of employment, Lawrence Doors may condition the offer of employment on satisfactory background checks, including but not limited to, a criminal background check. I agree to sign a consent form allowing Lawrence Doors to conduct such background checks.
_____ Initial	2.	I understand that after receiving a conditional offer of employment, Lawrence Doors may condition the offer of employment on satisfactory completion of a medical examination and/or a drug and alcohol screen. I agree to sign a consent form and a release of test results authorization form, and to submit to a medical examination and/or drug and alcohol screen should Lawrence Doors condition my offer of employment upon successful completion of such an examination or screening.
_____ Initial	3.	I understand that any offer of employment will be predicated upon the truthfulness of the written and verbal statements contained within this application and during the pre-employment process. I authorize Lawrence Doors and/or any of its agents to verify the accuracy and completeness of any and all of the information that I have provided. I understand that should Lawrence Doors find that any statement I have made is not truthful and/or if I have omitted any information, any job offer extended to me will be withdrawn and, if employed, I may be subject to immediate termination.
_____ Initial	4.	I authorize Lawrence Doors to make any investigation allowed by law that it deems necessary for employment consideration and promotion within the Company.
_____ Initial	5.	I authorize my former employers and educational institutions to provide Lawrence Doors with any information that they have about me and I absolve them from any damages in providing such information.
_____ Initial	6.	I understand that this employment application and any offer of employment are not to be construed as a contract of employment, express or implied and/or a guarantee of employment for a specific time. I further understand that my employment with Lawrence Doors is terminable at will for any reason either by myself or Lawrence Doors at any time, with or without cause and with or without notice. This at-will aspect of my employment cannot be changed, waived, or modified except by an express provision in an individual written employment contract signed by me and an Owner of Lawrence Doors and only if such contract explicitly modifies the at-will nature of employment at Lawrence Doors.
_____ Initial	7.	Except as required in the performance of my duties, I understand and agree that I will not at any time during or after my employment use, disclose, publicize, publish or disseminate any confidential or proprietary information or trade secrets about and/or relating to Lawrence Doors or its products, services, policies, practices, customers and employees. I agree to deliver to Lawrence Doors any and all copies of confidential, proprietary and trade secret information or other Company property upon termination of the employment relationship or at any time at Lawrence Doors' request.
_____ Initial	8.	I acknowledge that I have read all of the above statements and that I understand them. I certify that I have completed this application. I declare under penalty of perjury that the information and statements contained herein (or any resume or other documents submitted for employment with Lawrence Doors) are true and complete.
Signature		Date