

# QUALITY WOOD & METAL DESIGNS, INC.

1100 West Spruce St. / PO Box 397

Mitchell, SD 57301

605-996-7855

EMPLOYMENT / JOB APPLICATION

## PERSONAL INFORMATION

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

FULL NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

City State Zip Code

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ DESIRED PAY: \$ \_\_\_\_\_  HOUR  SALARY

POSITION APPLIED FOR: \_\_\_\_\_

EMPLOYMENT DESIRED:  FULL-TIME  PART-TIME  SEASONAL

PLEASE LIST DAYS/TIMES WHEN YOU ARE NOT AVAILABLE TO WORK: \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

ARE YOU 18 YEARS OF AGE OR OLDER? [ ] YES [ ] NO

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? [ ] YES [ ] NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? [ ] YES [ ] NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

## ADDITIONAL INFORMATION

DO YOU SPEAK, WRITE OR UNDERSTAND ANY FOREIGN LANGUAGES? [ ] YES [ ] NO  
IF YES, PLEASE EXPLAIN: \_\_\_\_\_

PLEASE CHECK ANY OF THE FOLLOWING IF YOU HAVE EXPERIENCE USING:  
[ ] Wire Feed Welder [ ] Wood Working Equip. [ ] Powder Coating [ ] Spray Painting Equip.  
[ ] CNC Machining Center [ ] Forklift [ ] Metal Working Equip.



PLEASE LIST EXPERIENCE, TRAINING, OR SKILLS WHICH YOU FEEL WOULD QUALIFY YOU FOR A POSITION WITH THIS COMPANY: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

**HIGH SCHOOL:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DIPLOMA:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DEGREE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Are you currently employed? [ ]Yes [ ]No

If currently employed, may we contact your current employer? [ ]Yes [ ]No

Below, please list past and present employment positions, dating back 10 years. Please account for all periods of unemployment.

**EMPLOYER 1:** \_\_\_\_\_  
Company / Individual

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_ City State Zip Code

**JOB TITLE:** \_\_\_\_\_ **RESPONSIBILITIES:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**MAY WE CONTACT THIS EMPLOYER FOR REFERENCES?** [ ]YES [ ]NO



**EMPLOYER 2:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_ City State Zip Code

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER FOR REFERENCES? [ ] YES [ ] NO

**EMPLOYER 3:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_ City State Zip Code

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER FOR REFERENCES? [ ] YES [ ] NO

**REFERENCES**  
(PROFESSIONAL ONLY) CONTINUED ON NEXT PAGE

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_



**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DISCLAIMER**

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

**Please Read and Initial Each Paragraph, then Sign and Date Below.**

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

\_\_\_\_\_ Initial here

I understand that this company is an **AT WILL** employer and if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company. \_\_\_\_\_ Initial here.

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving a prior notice of such disclosure. In addition, I release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation. \_\_\_\_\_ Initial here.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

