

MARSH FURNITURE COMPANY  
 1001 S. Centennial Street  
 High Point, NC 27260  
 (336) 884-7363

# APPLICATION FOR EMPLOYMENT

**EQUAL OPPORTUNITY:** It is the policy of our company to afford equal employment opportunity to all qualified applicants without regard to race, color, creed, national origin, age, sex, religion or handicap, and to conform to applicable employment laws and regulations.

POSITION APPLYING FOR:

PERSONAL DATA (Please Print)			
Last Name	First Name	MI	Social Security No.
Present Address (Street, City, State, Zip Code)		Telephone No. (AC) (    )	Are you over 18 years of age? Yes ___ No ___
Have you ever been convicted of a felony? Yes ___ No ___		Do you have a valid driver's license? (Answer only if operating a motor vehicle is a requirement of the job for which you are applying.) Yes ___ No ___	
Are you able to work: Overtime? Yes ___ No ___ Weekends? Yes ___ No ___ Holidays? Yes ___ No ___		Shifts you can work: 1st ___ 2nd ___ 3rd ___	Earliest date available to begin work?
Are you legally employable within the United States at the present time? Yes ___ No ___		Are you able to fully perform the job functions of the position for which you are applying? Yes ___ No ___	

**WORK EXPERIENCE - Account for all employment since high school or last ten years, whichever is less. List most recent employment first.**

From Mo/Yr	To Mo/Yr	Employer Name, Address, Telephone Number	Job Title	Wages Begin End	Reason for Leaving

**Account for all unemployment since leaving school and between positions for the past ten years.**

From Mo/Yr	To Mo/Yr	State what you were doing and why.	Persons other than relatives who can confirm unemployment. (give telephone no.)

EDUCATION	School Name and Address	Course of Study	No. of Years Attended	Graduate?
High School				
Trade or Technical School				
College or University				
Graduate School				

<b>MILITARY SERVICE:</b>		
Branch: _____ From: _____ To: _____ Currently Active? Yes ___ No ___	Did your military experience have any relationship to the position for which you have applied?	
<b>PERSONAL REFERENCES:</b> Provide three references that have known you for at least five (5) years.		
Name and Address:	Telephone Number	Relationship
Please list any additional special skills, technical or professional knowledge, use of machines or equipment you may have that would support your application.	List any licenses, certificates or professional achievements that would support your application.	

## NOTICE TO ALL APPLICANTS

*Our company is committed to providing a safe workplace and establishment of programs promoting high standards of employee health. Consistent with these commitments, we maintain a comprehensive policy with respect to alcohol and drug abuse. The company reserves the right to periodically test all employees for drugs. Applicants who do not meet our requirements need not apply. Our goal is to be a drug-free facility. We believe that our substance abuse policy is the appropriate way to maintain a working environment free from the detrimental effects of alcohol and drug abuse.*

### READ CAREFULLY BEFORE SIGNING

I certify that the information I have provided to the foregoing questions is true and correct, and that no attempt has been made to conceal pertinent information. I authorize my former employers, schools and personal references to provide any information they may have regarding me, whether or not it is on their records. I hereby release them and their company from all liability for divulging same. I understand that all statements made are open to investigation by the company, and that if any information given

by me in this application, is found to be false or misleading, I will be subject to immediate dismissal at anytime during the period of my employment, and I agree to hold the company and persons named herein blameless in that event.

If employment is obtained under this application, I agree to comply with all rules and regulations of the company. I agree to be responsible for company property and

equipment issued to me by the company until returned by me, and to pay for property and equipment not returned. I agree to submit to physical examination if required by the company.

I understand and agree that my employment is "at will", for no definite period of time and may, regardless of the date of payment of any salary or wage, be terminated at any time for any reason, and that no representative of the company has any authority to make any contrary agreement.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE