



Dear Applicant,

Arizona Tile strongly believes in providing a drug-free workplace for our employees.

Offers of employment are based on successfully passing a drug screen test. If you are given a “contingent” Offer of Employment, you will have 48 hours to take the drug test.

Candidates who test “positive” for illegal substances will not be hired.

Thank you for your interest in Arizona Tile and for supporting our commitment to a drug-free workplace.

The Management Team of Arizona Tile

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: _____ Advertisement _____ Friend _____ Relative _____ Walk In
_____ Employment Agency _____ Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET APT# CITY STATE ZIP CODE

Phone () _____ Social Security Number _____ - _____ - _____

If employed and you are under 18,
Can you furnish a work permit? _____ Yes _____ No

Have you filed an application here before? _____ Yes _____ No If Yes, give date _____

Have you ever been employed here before? _____ Yes _____ No If Yes, give date _____

Are you employed now? _____ Yes _____ No May we contact your present employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed?
In this country because of Visa or Immigration Status? _____ Yes _____ No
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part-Time _____ Shift Work _____ Temporary

Are you on a lay-off and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

COMPLETE ALL SPACES. DO NOT WRITE "SEE RESUME". Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

(Please list your last four employers or your last 10 years of employment – whichever is less.)

Employer:	Phone: ()	Dates Employed From: To:	Work Performed:
Address:			
Job Title:		Hourly Rate/Salary Starting: Final:	
Supervisor:			
Reason for Leaving:			
Employer:	Phone: ()	Dates Employed From: To:	Work Performed:
Address:			
Job Title:		Hourly Rate/Salary Starting: Final:	
Supervisor:			
Reason for Leaving:			
Employer:	Phone: ()	Dates Employed From: To:	Work Performed:
Address:			
Job Title:		Hourly Rate/Salary Starting: Final:	
Supervisor:			
Reason for Leaving:			
Employer:	Phone: ()	Dates Employed From: To:	Work Performed:
Address:			
Job Title:		Hourly Rate/Salary Starting: Final:	
Supervisor:			
Reason for Leaving:			

* If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience: _____

Education

	Elementary	High	College/University	Graduate/Professional
School Name:				
Years Completed: Circle	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course Of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra Curricular Activities.				

Honors Received: _____

State any additional information you feel may be helpful to us in considering your application.

List professional, trade, business or civic activities and office held.
(You may exclude those which indicate race, color, religion, sex or national origin): _____

Give name, address and phone number of three references who are not related to you and are not previous employers.

NAME	ADDRESS	CITY	STATE	ZIP	PHONE

Applicant's Statement

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. I understand that this application is not and is not intended to be a contract of employment.

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 Company.

SIGNATURE OF APPLICANT

DATE

ARIZONA TILE

(Please fill out your name and social security only, then sign and date this form at the bottom)

PAST EMPLOYMENT REFERENCE CHECK:

Applicants Name: _____ **Social Security No.** _____ - _____ - _____

Firm Contacted: _____ Phone# _____

Person Contacted: _____ Title: _____

Confirm Date of Employment: Started _____ Left _____

Rate of Pay: _____ Absenteeism: _____

Would you rehire? _____ Yes _____ No If no, Why?: _____

Confirm Job Title and brief description of job duties: _____

Overall Job Performance: _____ Outstanding _____ Average _____ Poor

Did applicant work well with others? _____ Yes _____ No If no, Why? _____

Strong Points: _____

Weak Points: _____

By signing this authorization, I authorize Arizona Tile and all its subsidiaries to make inquiries to my previous employers and personal references and authorize those employers, references and their agents to release information concerning me to Arizona Tile and its agents.

APPLICANTS SIGNATURE

DATE



PRE-EMPLOYMENT DRUG TESTING POLICY

All applicants for employment with Arizona Tile, LLC (“Arizona Tile”) must, as a condition to hiring, successfully pass a pre-employment drug test. The drug test will be administered by a qualified third party, will test only for illegal drugs, and will not be performed in conjunction with any pre-employment physical examination. Applicants who test positive for illegal drugs will not be offered employment.

This will acknowledge that I have received a copy of Arizona Tile’s Pre-Employment Drug Testing Policy, have read its contents, and agree to pre-employment drug testing as described above. I understand that nothing in this Policy creates or is intended to create a promise or representation of an offer of employment. If I am given an offer of employment, I further understand that nothing in this Policy creates or is intended to create a promise or representation of employment or continued employment and that my employment, position and compensation at the Arizona Tile will be at-will, and may be changed or terminated at the will of the Arizona Tile. I further understand that I have the right to terminate my employment at any time, with or without cause or notice, and that Arizona Tile has the same right.

Print Name

Signature

Date

Social Security Number

For Management Use Only

Date form given to Candidate _____ Chain of Custody # _____

Hiring Manager _____ Branch _____

Fax to (714) 939-0542 Janette or (480) 893-3603 Charlotte