



6086 State Route 241, Millersburg, OH 44654

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: (Please Circle One): Production General Labor Office Driver Management

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

If under the age of 18, can you provide a Work Permit, or are you exempt from Minor Labor Laws? YES  NO  N/A

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_



Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*\* By signing this application I am authorizing Mullet Cabinet/ Fryburg Door to obtain any reference or related hiring information. I release the liability or responsibility with the respect to the information supplied during this hiring process.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Mullet Cabinet and Fryburg Door provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.*

*Mullet Cabinet and Fryburg Door expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of [Company Name]'s employees to perform their job duties may result in discipline up to and including discharge.*

**Invitation to Self-Identify**

This company is subject to Executive Order 11246, as amended, which requires Federal contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. We are therefore requesting information about race and gender in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

Submission of this information is voluntary and will be kept confidential. Refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Federal affirmative action regulations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_

MALE       FEMALE     I CHOOSE NOT TO SELF-IDENTIFY

WHITE (not Hispanic or Latino)     BLACK or AFRICAN AMERICAN (not Hispanic or Latino)

HISPANIC OR LATINO                       ASIAN (not Hispanic or Latino)

AMERICAN INDIAN/ALASKA NATIVE (not Hispanic or Latino)

NATIVE HAWAIIAN or PACIFIC ISLANDER (not Hispanic or Latino)

TWO or MORE RACES (not Hispanic or Latino)

I CHOOSE NOT TO SELF-IDENTIFY

This company is also subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment veterans in the following classifications:

- A “disabled veteran” is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

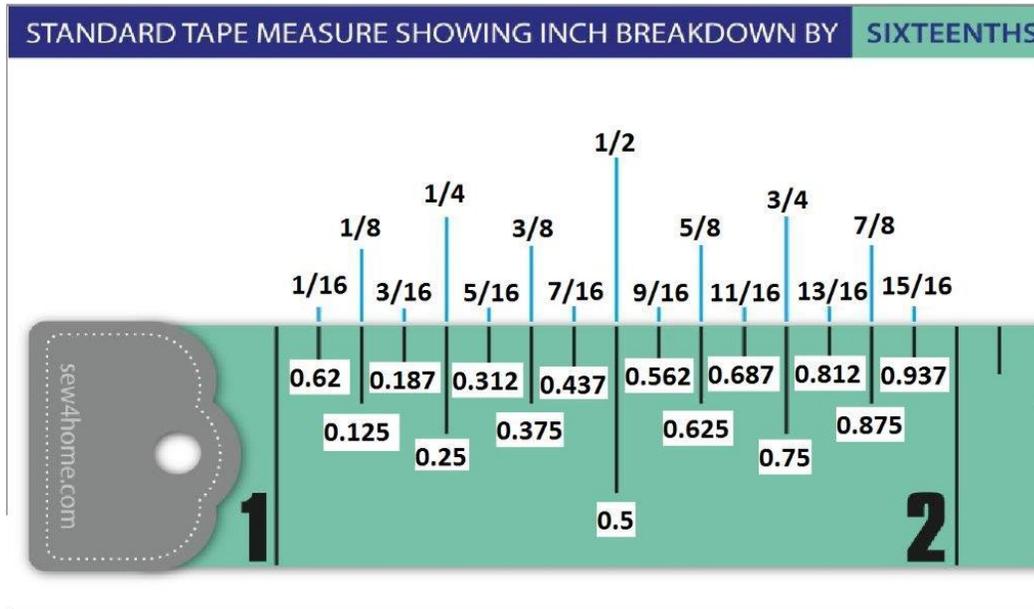
I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN

I CHOOSE NOT TO SELF-IDENTIFY

**Understanding Measurements on a Tape Measure**

Mullet Cabinet and Fryburg Door use measurements on a daily basis. It is extremely important that upon hire you know the how to measure using a tape measure down to the sixteenth of an inch. Please take time to review the following study sheet to ensure your success at our facilities.



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**Top 5 Job Interviews Tips**

At Mullet Cabinet and Fryburg Door we understand that interviews can sometimes be an intimidating and stressful process, sometimes even scary, but don't sweat it. Here are some tips that can help you out when you make it to this step in the hiring process. We appreciate your interest in employment at Mullet Cabinet and Fryburg Door and look forward to this next step with you!

**1. Do your research**

Fail to plan, and you plan to fail. You are certain to be asked specific questions about the company, so make sure you've done your homework.

**2. Practice your answers**

Although there is no set format that every job interview will follow, there are some questions that you can almost guarantee will crop up. You should prepare answers to some of the most common interview questions about your personal strengths and weaknesses, as well as being able to explain why you would be the best person for the job.

**3. Look the part**

When it's time to get dressed for the interview, remember: It's not so much that you're trying to get the job with what you wear; rather, it's more a matter of not taking yourself out of contention with your presentation. Dressing one level above the job you're applying for shows a desire to succeed.

**4. Stay calm**

Good preparation is the key to staying in control. Plan your route, allowing extra time for any unexpected delays and get everything you need to take with you ready the night before. Remember to speak clearly, smile and remember that your interviewers are just normal people, and they may be nervous too!

**5. Ask questions**

You should always have some questions for your interviewer to demonstrate your interest in the position. Prepare a minimum of five questions, some which will give you more information about the job and some which delve deeper into the culture and goals of the company.