

**Schmidt Custom Floors, Inc.**  
**APPLICATION FOR EMPLOYMENT**

Send Application to: [mschuster@schmidtflooring.com](mailto:mschuster@schmidtflooring.com)

| Last Name   | First                       | Middle  | Date of Application    |          |       |
|---|-----------------------------|---|------------------------|----------|-------|
| Street Address                                      |                             |   | Home Telephone         |          |       |
| City, State, Zip Code                               |                             |   | Email Address          |          |       |
| <b>Position Desired</b>                             | Date Available              | Salary Desired  | Social Security Number |          |       |
| Type of Employment Desired<br>Full Time   Part Time |                             | Are you legally eligible for employment in this country?<br>Yes   No <b>Proof of U.S. citizenship or immigration status will be required upon employment.</b> |                        |          |       |
| <b>EDUCATION</b>                                    |                             |   |                        |          |       |
| Level   | Name and Location of School | Diploma or Degree (Credits Earned if No Degree)   | Attendance Dates       |          | Major |
|   |                             |   | From Mo/Yr             | To Mo/Yr |       |
| High School   |                             |   |                        |          |       |
| Business, Trade or Technical*                       |                             |   |                        |          |       |
| College*  |                             |   |                        |          |       |
| Graduate School*                                    |                             |   |                        |          |       |
| Other*  |                             |   |                        |          |       |
| Scholastic Achievements:                            |                             |   |                        |          |       |
| <b>SKILLS AND QUALIFICATIONS</b>                    |                             |   |                        |          |       |

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Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, flooring skills and foreign languages):

## EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below.

| (1) Present/Most Recent Employer<br>Telephone          | Dates Employed |                 | Summarize the nature of the work performed and job responsibilities. |
|--|----------------|-----------------|--|
|  | From<br>Mo/Yr  | To<br>Mo/<br>Yr |  |
| Address  |                |                 |  |
| Job Title  |                |                 |  |
| Immediate Supervisor and Title                         |                |                 |  |
| Type of Employment      Full Time<br>Part Time         |                |                 |  |
| Other                              Temporary           |                |                 |  |
| Reason for leaving or why you are considering leaving? |                |                 |  |
| If currently employed, may we contact for reference?   | Yes            | No              |  |
| (2) Next Previous Employer<br>Telephone                | Dates Employed |                 | Summarize the nature of the work performed and job responsibilities. |
|  | From<br>Mo/Yr  | To<br>Mo/<br>Yr |  |
| Address  |                |                 |  |
| Job Title  |                |                 |  |

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|   |           |                   |             |  |
|---|-----------|-------------------|-------------|--|
| Immediate Supervisor and Title              |           |                   |             |  |
| Type of Employment                          | Full Time |                   |             |  |
| Part Time                                   |           |                   |             |  |
| Other                                       | Temporary |                   |             |  |
| Reason for leaving?                         |           |                   |             |  |
| <b>EMPLOYMENT HISTORY CONT.</b>             |           |                   |             |  |
| <b>(3) Next Previous Employer Telephone</b> |           | Dates Employed    |             | Summarize the nature of the work performed and job responsibilities. |
|   |           | From<br>Mo/<br>Yr | To<br>Mo/Yr |  |
| Address                                     |           |                   |             |  |
| Job Title                                   |           |                   |             |  |
| Immediate Supervisor and Title              |           |                   |             |  |
| Type of Employment                          | Full Time | Part              |             |  |
| Time  | Temporary | Other             |             |  |
| Reason for leaving?                         |           |                   |             |  |
| <b>(4) Next Previous Employer Telephone</b> |           | Dates Employed    |             |  |
|   |           | From<br>Mo/<br>Yr | To<br>Mo/Yr |  |
| Address                                     |           |                   |             |  |
| Job Title                                   |           |                   |             |  |
| Immediate Supervisor and Title              |           |                   |             |  |
| Type of Employment                          | Full Time | Part              |             |  |
| Time  | Temporary | Other             |             |  |

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|  |                  |                    |   |
|--|------------------|--------------------|---|
| Time   | Temporary        | Other              |   |
| Reason for leaving?  |                  |                    |   |
| COMMENTS (including explanation of any gaps in employment):  |                  |                    |   |
| <b>REFERENCES</b>  |                  |                    |   |
| List three business/work references who are <b>NOT</b> related to you and are <b>NOT</b> previous supervisors. If not applicable, list three school or personal references who are not related to you.   |                  |                    |   |
| <b>Name</b>  | <b>Telephone</b> | <b>Years Known</b> | <b>In what capacity did this person observe you or your work?</b> |
|  |                  |                    |   |
|  |                  |                    |   |
|  |                  |                    |   |
| <b>OTHER INFORMATION</b>   |                  |                    |   |
| Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (2) any offense committed before your 18 <sup>th</sup> birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under federal or state law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar authority. (A yes response will not necessarily disqualify you from employment.) Yes No<br>If checked yes, please explain below. |                  |                    |   |
| If you have ever been granted a security clearance by any government agency, indicate the level of clearance, when granted, and by whom?   |                  |                    |   |
| Have you ever had a security clearance suspended, denied, or revoked?  |                  | Yes                | No  |
| Are you bound by any non-solicitation/non-compete agreement?   |                  | Yes                | No  |
| Have you ever interviewed for a job with Schmidt Custom Floors, Inc.?<br>If yes, when?   |                  | Yes                | No  |
|  | Where?           |                    |   |
| Have you ever been employed by Schmidt Custom Floors, Inc.?<br>If yes, when?   |                  | Yes                | No  |
|  | Where?           |                    |   |
| Are any relatives or friends currently employed at Schmidt Custom Floors, Inc.?<br>Name of employee(s)   |                  | Yes                | No  |

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|   |                |
|---|----------------|
| What prompted your application to Schmidt Custom Floors, Inc.? Ad _____ | Friend         |
| Current Schmidt Custom Floors Employee _____                            | Other          |
| Emergency Contact Name _____ -  |                |
| _____ Phone _____   | Relation _____ |

**INVESTIGATION AUTHORIZATION**

By signing below, I hereby authorize Schmidt Custom Floors, Inc. to conduct an investigative report and/or reference check concerning all statements contained in my application for employment; to interview all employers, references, and other individuals and institutions to obtain information and opinions about me; and to conduct any other investigation that it deems appropriate. Such investigation may include but is not limited to my education, employment history (except my current employer if I have so indicated above), character, general reputation, driving record, credit history, and criminal record. In the event that I am employed by Schmidt Custom Floors, Inc., I hereby authorize Schmidt Custom Floors, Inc. to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

I understand that I have the right to request Schmidt Custom Floors, Inc. to disclose to me, completely and accurately, the nature and scope of the investigation. (Such a request must be made in writing to the human resources department within a reasonable time after you have completed and signed this authorization.)

In exchange for being considered for employment, I hereby release Schmidt Custom Floors, Inc., its employees, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency, or any other individual providing information about me to Schmidt Custom Floors, Inc., from any liability arising from disclosure of such information that is obtained during said investigation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.**

**PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.**

**I understand that employment by Schmidt Custom Floors, Inc. is “at will.” This means that the employment relationship can be ended by me or by Schmidt Custom Floors, Inc. at any time for any reason with or without advanced notice and with or without cause. It also means that Schmidt Custom Floors, Inc. may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Schmidt Custom Floors, Inc. to continue to employ me in the future or for any specific term. Notwithstanding the above, I understand that no representative of Schmidt Custom Floors, Inc., except the president, has any authority to enter into any agreement of employment for a definite term. Any such agreement must be in writing and signed by the president.**

If employed by Schmidt Custom Floors, Inc., I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions mandatory: overtime,

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rotating work schedule, or a work schedule other than Monday through Friday or normal business hours. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal. **I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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**This page is for the office only**

|                               |   |           |           |           |       |
|-------------------------------|---|-----------|-----------|-----------|-------|
| <b>Interviewed By:</b>        | <b>Date</b>   |           |           |           |       |
| <b>Remarks</b>                |   |           |           |           |       |
| <hr/> <hr/> <hr/> <hr/>       |   |           |           |           |       |
| <b>Neatness</b>               |   |           |           |           |       |
| Yes _____ No _____            |   |           |           |           |       |
| <b>Ability</b>                |   |           |           |           |       |
| <b>Hired</b>                  |   |           |           |           |       |
| Yes _____ No _____            |   |           |           |           |       |
| <b>Position</b>               |   |           |           |           |       |
| Type of Employment            | <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Full Time</td> <td style="width: 33%;">Part Time</td> </tr> <tr> <td>Temporary</td> <td>Other</td> </tr> </table> | Full Time | Part Time | Temporary | Other |
| Full Time                     | Part Time   |           |           |           |       |
| Temporary                     | Other   |           |           |           |       |
| <b>Department</b>             |   |           |           |           |       |
| <b>Salary/Wage</b>            |   |           |           |           |       |
| <b>Date Reporting to Work</b> |   |           |           |           |       |
| <b>Approved</b>               |   |           |           |           |       |