

Natural Structures, Inc.
 PO Box 270 Baker City, Oregon
 Phone (541) 523-0224 Fax (541) 523-0231

APPLICATION FOR EMPLOYMENT

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Personal

Position (s): _____ Phone # _____
 Name: _____ Other Phone #: _____
 Address: _____ Social Security #: -- Required at Time of Hire --
 City: _____ State: _____ Zip Code: _____

Are you Legally eligible for employment in the USA? _____

Are there any experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

Have you ever been bonded? _____ If Yes, Describe: _____

List any friends or relatives working for us: _____

Education

		Elementary	High	College/University
Name				
Years completed:		4 5 6 7 8	9 10 11 12	1 2 3 4
Diploma/Degree				

Describe Course of Study: _____

Applicable Skills

Administration:

Drafting: _____ Filing: _____ Shorthand (WPM): _____ Typing: _____
 Purchasing: _____ Software: _____ Other: _____

Manufacturing:

Finish Carpenter: _____ General Woodworking: _____ Shipping Clerk: _____
 Machinist: _____ Welding: _____ Other: _____

List Below all Present & Past Employment, Beginning with your Most Recent

	Dates Employed
	From
Current Employer: _____	
Address: _____	
Phone Number: _____	Duties:
Job Title: _____	
Supervisor: _____	
Reason for Leaving: _____	

	Dates Employed
	From
Past Employer: _____	
Address: _____	
Phone Number: _____	Duties:
Job Title: _____	
Supervisor: _____	
Reason for Leaving: _____	

	Dates Employed
	From
Past Employer: _____	
Address: _____	
Phone Number: _____	Duties:
Job Title: _____	
Supervisor: _____	
Reason for Leaving: _____	

May Natural Structures contact Employers? _____ Past? _____ Present? _____

Were you in the US Armed Forces ? _____ If Yes, Dates of Duty From: _____ to _____

I understand any oral written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from Natural Structures if discovered after employment, and in many circumstances, prosecution for a crime.

I understand I will start a 90 day probationary period in which my performance will be reviewed and may be terminated for any reason.

I certify that all statements contained in all application materials are true and complete, whether made by me or others at my request.

I understand that if hired, I must prove that I am legally authorized to work in the United States.

I authorize Natural Structures to verify the employment and education information provided by me on this application.

I authorize my driving record to be checked, if my duties include driving a company vehicle.

I understand and agree to be subject to a criminal history background check and submit to a pre employment drug test.

Applicants Signature: _____ Date: _____