

# EMPLOYMENT APPLICATION

MADSEN FIXTURE & MILLWORK, INC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. MADSEN FIXTURE & MILLWORK, INC also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. MADSEN FIXTURE & MILLWORK, INC also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.

<b>P E R S O N A L</b>	Last Name		First Name		Middle Initial		
	Present Address			City	State	Zip	
	Home Email Address				Telephone # with Area Code		
	Position Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Salary Desired		Willing to Travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you at least 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	If not, will you be able to obtain the necessary working papers? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>E M P L O Y M E N T</b>	Do you currently have unrestricted authorization to work for any employer in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Will you need sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	List current or most recent employer first. Please note that base salary does not include bonus, commission, benefits, overtime, or other salary incentives. Identify all periods of time during which you were employed or attending school (e.g., military service). Please account for your entire employment history (including volunteer positions). Attach additional sheets of paper, if necessary.						
	1	Name of Employer			Hire Date	Date Left	
		Your Position			Starting Base Salary		
		Supervisor's Name & Title		Supervisor's Telephone Number		Current/Last Base Salary	
		Reason for Leaving			Overtime/Bonus/Commission/ETC		
		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, your current Employer will only be contacted with your consent or after you have given notice of resignation.					
	2	Name of Employer			Hire Date	Date Left	
		Your Position			Starting Base Salary		
		Supervisor's Name & Title		Supervisor's Telephone Number		Current/Last Base Salary	
		Reason for Leaving			Overtime/Bonus/Commission/ETC		
	3	Name of Employer			Hire Date	Date Left	
		Your Position			Starting Base Salary		
		Supervisor's Name & Title		Supervisor's Telephone Number		Current/Last Base Salary	
		Reason for Leaving			Overtime/Bonus/Commission/ETC		
4	Name of Employer			Hire Date	Date Left		
	Your Position			Starting Base Salary			
	Supervisor's Name & Title		Supervisor's Telephone Number		Current/Last Base Salary		
	Reason for Leaving			Overtime/Bonus/Commission/ETC			

E D U C A T I O N	SCHOOLS (e.g., high school, college, etc.)	NAME AND LOCATION	AREAS OF STUDY Major(s) / Minor(s)	# of years completed	Did you Graduate	Degree Awarded
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

R E F E R E N C E S	REFERENCE NAME	RELATIONSHIP	TELEPHONE	EMAIL

Professional Licenses Held or Pursuing (specify):	Designations Held or Pursuing (specify):
Relevant Office Skills/Software:	Language Proficiencies (read/speak/write):
How did you hear about us?	Referring Employee:

Are you related to a current employee of COMPANY NAME?

Yes  No

If yes, please provide employee's name, company and department and your relationship to the employee.

---

*This information will be used for job placement purposes, consistent with applicable law.*

Have you ever been employed by: COMPANY NAME or it's affiliates?

Yes  No

If yes, please specify the company name, location, dates and last position:

Reason for Leaving:

***The Minnesota Personnel Records Statute requires that job applicants and active employees be notified that employees have the following rights:***

- the right to review their personnel record upon written request, made in good faith, once every six months;
- the employer must make the record, or an accurate copy, available for review during normal hours at the employee's place of employment or at another reasonably nearby location, but need not make the record available during the employee's actual working hours;
- the employer may require that the review be made in its presence or the presence of its designee;
- after the review and upon the employee's written request, the employer is required to provide a copy, at no charge, of the record to the employee;
- if the employee disputes specific information contained in the record, and agreement is not reached to remove or revise the disputed information, the employee may submit a written statement, not exceeding five

pages, identifying the disputed information and explaining the employee's position, which then must be included as part of the personnel record;

- the employer may not retaliate against employees for asserting their rights under the Personnel Records Statute;
- if the employer violates the Personnel Records Statute, the employee may bring a civil action to compel compliance and for actual damages, plus costs;
- if the employer retaliates against an employee, the individual may bring a civil action for actual damages, back pay, reinstatement or other make-whole, equitable relief, plus reasonable attorney's fees.

**Read each of the statements carefully and affirm that you understand and consent to them by signing at the bottom of the page. Please date your signature.**

False Application: False answers or omissions to questions or false statements or omissions made on this application, during interviews or in your resume, or in supplement thereto, including, but not limited to, with respect to duties, responsibilities, job title, education or salary and bonus information, may invalidate your application or, if you are hired, may be grounds for discharge from employment.

Handbooks, Manuals, Policies, Procedures, Benefits, Etc.: Madsen Fixture & Millwork, Inc. may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy, procedure, practice, condition, or process affecting employees. Descriptions of these that may be contained in any handbook, manual, policy, and the like are for informational purposes and are not intended to be, nor should they be construed to constitute, an employment contract, an offer of initial or continuing employment, or a promise or a guarantee made by the Company.

Immigration Reform and Control Act (IRCA): This federal law prohibits the employment of unauthorized aliens and further requires that, if you are hired, MADSEN FIXTURE & MILLWORK, INC verify your identity and your authority to work in the United States on a Form I-9, even if you are a U.S. citizen. This must be done within three days from when you begin employment. You are responsible for obtaining and providing the documentation required to perform the verification. Failure to provide required information will result in termination of employment. [Information concerning the verification procedure and requirements is available upon request.]

Authorization: I voluntarily give MADSEN FIXTURE & MILLWORK, INC or its authorized agent the right to make any investigation of my background deemed necessary by them including, but not limited to, my present and former employment, my educational background, and my personal or professional references; and I hereby authorize those persons or institutions contacted by MADSEN FIXTURE & MILLWORK, INC or its agents to provide the information requested, including the reasons for termination of my employment, work performance, and other information pertinent to my qualifications for employment. Any offer of employment is contingent upon the successful completion of the Madsen Fixture & Millwork, Inc.'s total pre-employment screening process.

Employment is "At Will": Employment at MADSEN FIXTURE & MILLWORK, INC is for an indefinite and unspecified duration. If you are hired, you may leave employment at will, and the Company may discharge you or any or all other employees at any time, without notice, and for any reason not prohibited by law. The preceding sentence may not be changed or superseded by any oral or written statement, Company manual, policy, or benefit plan, and may only be changed or superseded by: 1) A special written agreement specifying in detail the duration and terms of your employment, which has been executed by you and an executive corporate officer of MADSEN FIXTURE & MILLWORK, INC or 2) A written, formal restatement of the employment relationship by the President of the Company. The Company disavows any oral or any other written statements to the contrary, and you should not now or in the future rely on any such statements with respect to your employment.

Applicant's Signature

Date

**Madsen Fixture & Millwork, Inc.**

921 15<sup>th</sup> Street SW

Po Box 12

Forest Lake, MN 55025

651-982-6220 phone Fax 651-982-6211

[info@madsenfixture.com](mailto:info@madsenfixture.com)

[www.madsenfixture.com](http://www.madsenfixture.com)