

AMERICAN HOME DESIGN

Employment Application

The information requested on this application must be completed thoroughly and accurately. All information supplied will be verified for accuracy. Inaccurate information could result in the withdrawal of an offer or termination of employment. American Home Design (AHD) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, veteran status, disability or handicap, or any other basis prohibited by applicable law. AHD also makes reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state laws.

Personal

Last Name	First Name	Middle Initial	Social Security Number
			X X X - X X -
Present Address	City	State	Zip
			Telephone # with Area Code
			- -
Home Email Address			Work Phone # with Area Code
			- -
Position Desired	<input type="checkbox"/> Full-time	<input type="checkbox"/> Contract	Salary Desired
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Consultant	Willing to Travel? <input type="checkbox"/> Yes <input type="checkbox"/> No
			If yes, what %?

Are you at least 18 years or older? Yes No If not, will you be able to obtain the necessary working papers? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you either a U.S. Citizen or do you currently have unrestricted authorization to work for any employer in the U.S.? Yes 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.

Employment

1	Name of Employer	Address	
	Your Position	Hire Date	End Date
	Supervisor's Name & Title	Supervisor's Telephone Number	
	Reason for Leaving	Base Salary	Overtime/Bonus/Commission
2	Name of Employer	Address	
	Your Position	Hire Date	End Date
	Supervisor's Name & Title	Supervisor's Telephone Number	
	Reason for Leaving	Base Salary	Overtime/Bonus/Commission
3	Name of Employer	Address	
	Your Position	Hire Date	End Date
	Supervisor's Name & Title	Supervisor's Telephone Number	
	Reason for Leaving	Base Salary	Overtime/Bonus/Commission
4	Name of Employer	Address	
	Your Position	Hire Date	End Date
	Supervisor's Name & Title	Supervisor's Telephone Number	
	Reason for Leaving	Base Salary	Overtime/Bonus/Commission

May we contact your current Employer? Yes No

If you select No, please initial, indicating you are aware that your current Employer will be contacted if you are offered and accept a position and after you have given notice of resignation. _____

Education

SCHOOLS	NAME AND LOCATION	AREAS OF STUDY		# of Yrs. Completed	Did You Graduate?	Degree Awarded
		Major(s)	Minor(s)			
High School					Y / N	
College/University					Y / N Year	
Graduate, Business or Other					Y / N Year	

Professional Licenses Held or Pursuing (specify): _____ _____	Designations Held or Pursuing (specify): _____ _____
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Relevant Office Skills/Software: _____ _____	Language Proficiencies (read/speak/write): _____ _____
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Referred by: Job Posting _____ College Recruiting _____
 Current Employee Referral _____ Agency/Executive Search _____
 Advertisement _____ Former Employee Referral _____
 Internet _____ Job Fair _____

Are you related to a current employee of American Home Design? 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: American Home Design?
 No Yes – Please specify the location, dates, and last position: _____

Reason for Leaving: _____

Have you ever been convicted of or have you pleaded guilty to a felony or misdemeanor (exclude minor traffic offenses or convictions which have been sealed or expunged)? Convictions for marijuana-related offenses that are more than two years old need not be listed.
 No Yes – Please explain: _____

Have you ever been sanctioned or had your licenses suspended or revoked?
 No Yes – Please explain: _____

* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent consistent with applicable law.

References — Provide the names of Three Persons not Related to You; whom you have known at least One Year.

Work related/professional references are preferred.

Name	Phone Number	Relationship	Years Known

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.

Employment is "At Will" Employment at AHD 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 AHD or 2.) A written, formal restatement of the employment relationship by the President/Principal 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.

Handbooks, Manuals, Policies, Procedures, Benefits, Etc. The Company 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, AHD 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 AHD 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 AHD 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 Company's total pre-employment screening process.

Applicant's Signature/Acknowledgement	Date

AMERICAN HOME DESIGN

Our Mission:

To treat our Customers
as well as we would like to be treated,
Always giving back more.
Matthew 22:39

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