



American[®]Frame

Picture Frames | Framing supplies | Fine Art Printing

Job Application

American Frame Corporation
400 Tomahawk Dr., Maumee Ohio 43537

American Frame is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Applicant Information

Applicant Name _____

Address _____

City, State, Zip _____

Email _____

Telephone Number _____ Date of Application _____

Employment Position

Position(s) applying for: _____

Employment Desired: Full-time Part-Time Seasonal Hours available per week: _____

How did you hear about this position? _____

On what date can you begin work if you are hired? _____

Personal Information

Are you 18 years of age or older? Yes No

Are you a U.S. citizen, or approved to work in the United States? Yes No

Job Skill/Qualifications

Please list below the skills and qualifications you possess for the position(s) you are applying for.

(Note: American Frame Corp complies with the ADA and takes any affirmative measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education, Training, and Experience

	Name & Location	Years Attended	Did you graduate?	Subjects studied
High School				
College				
Vocational or Specialized				

Military

Are you a current or past member of the military? Current Past

What branch of the military? Army Navy Air Force Marines Coast Guard

What was/is your rank? _____

How many years have you served? _____

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name _____

Job Title _____

Dates Employed _____

Employer Address _____

City, State, Zip _____

Employer Telephone _____

Reason for Leaving _____

Employer Name _____

Job Title _____

Dates Employed _____

Employer Address _____

City, State, Zip _____

Employer Telephone _____

Reason for Leaving _____

Employer Name _____
 Job Title _____
 Dates Employed _____
 Employer Address _____
 City, State, Zip _____
 Employer Telephone _____
 Reason for Leaving _____

Employer Name _____
 Job Title _____
 Dates Employed _____
 Employer Address _____
 City, State, Zip _____
 Employer Telephone _____
 Reason for Leaving _____

Have you ever applied to / worked for American Frame before? Y N

If yes, please explain (include date): _____

References

Please provide 2 professional and 1 personal (not related) reference(s) below:

Name	Contact Information (include email address)	Business	Years Known

Skills and Qualifications: Licenses, Skills, Training, Awards (optional)

Do you speak write or understand any foreign languages? Y N

If yes, list which languages(s) and your level of fluency. _____

Please read the following statements carefully and sign at the bottom.

AT-WILL EMPLOYMENT

The relationship between you and the American Frame Corp. is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the American Frame Corp. No representative of American Frame Corp. has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your “at-will” employment status, except for a written statement signed by you and the President of the company.

Possible Pre-employment Requirements

Upon consideration for employment and as part of the pre-employment process, American Frame may ask you to take a pre-employment drug screen, personality assessment, and/or background check. If a drug screen, personality assessment, or background check is required, these tests will be performed by a designated firm that is retained by American Frame to perform these tests at our request. Refusing consent or refusing to submit to pre-employment testing may result in the offer of employment being rescinded.

Comply With Company Statement Policy

I, the undersigned, agree to comply with all of American Frame’s company policies. I understand that if I do not this will be reason for dismissal.

Contractual Statute of Limitations Statement

I waive all statutes of limitations and will file all claims within 6 months of my exit from American Frame.

Certification of Truth Statement

I certify that all statements made by me on this American Frame Corp. application form are truthful, to the best of my knowledge, and understand that if I have made any untruthful statements, this will result in immediate dismissal.

I have read and understand the above policy statements _____
Initial Here

Applicant Signature _____ Date _____

Applicant Name _____