

# Application for Employment

*An Equal Opportunity Employer*



71 Heartland Blvd.  
Edgewood, NY 11717  
1-800-695-RAMA

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## PERSONAL DATA

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Person to contact in emergency (optional) \_\_\_\_\_ Phone No. \_\_\_\_\_

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## EMPLOYMENT INFORMATION

Position(s) applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Type of employment desired?  Full Time  Part Time  Temporary  Summer  Other \_\_\_\_\_

Are you 18 years or older?  Yes  No U.S. Veteran?  Yes  No Branch of Service \_\_\_\_\_ Active \_\_\_\_\_

Have you ever been employed by WindowRama?  Yes  No **OR** previously applied to WindowRama or any of its subsidiaries? If so, please check appropriate box and specify location(s) and date(s). \_\_\_\_\_

How were you referred to WindowRama? \_\_\_\_\_

If the essential duties of the position you are applying for have been described to you, please inform us whether you have a disability or condition which would prevent you from performing the essential duties of that job?  Yes  No  
If yes, please explain any accommodations the company could make \_\_\_\_\_

The following conditions may be required at some point in a job assignment. If required, would you be willing to work shift work?  Yes  No Rotational Work Schedule?  Yes  No Work schedule other than Monday through Friday?  Yes  No Overtime work?  Yes  No When could you be available to work? \_\_\_\_\_

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## WORK SKILLS AND TECHNICAL ABILITY

Please check all the technical skills you possess:

Typing  Calculator  Power Tools  Fork Lift  Computer

Other Skills \_\_\_\_\_

## EDUCATIONAL BACKGROUND AND VOCATIONAL TRAINING

Type of School	Name and Address of School	Graduated Y/N	Degree, Diploma or Certificate Earned	Major/Minor Field of Study
High School				
College or University				
Other Education				
Other Education				

## EMPLOYMENT BACKGROUND

Please list your employment history for the past five years (or last three employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service, previous experience, summer/part-time jobs, and cooperative education assignments.

Names and Locations of Former Employers beginning with the current or most recent one:

Name and Location	Type of work you did	Starting Date
Supervisors Name:	Reason for Leaving	Date of Leaving
Name and Location	Type of work you did	Starting Date
Supervisors Name:	Reason for Leaving	Date of Leaving
Name and Location	Type of work you did	Starting Date
Supervisors Name:	Reason for Leaving	Date of Leaving

Do you have any objections to our contacting your present employer to verify the above?  No, you may contact anytime.  Do not contact now, you may contact at a later date. (Please specify—for example, after acceptance of offer or a specific date if appropriate. \_\_\_\_\_)

*Please read the following statements carefully:*

1. The information that I have provided on this application is accurate to the best of my knowledge and subject to validation by WindowRama.
2. I authorize the persons, schools, current employer (if approved by me in Employment Background section) and other organizations or employers named in this application to provide WindowRama with any relevant information that may be required to arrive at an employment decision.
3. WindowRama is an "At Will" employer and as such may terminate my employment at any time. My employment is for no definite term, and I have the right as well to terminate my employment with or without cause or reason.
4. I understand and agree that:
  - a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
  - b) Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditions of my continued employment.
  - c) WindowRama reserves the right to obtain background credit reports or routine drug testing for controlled substances on prospective employees, and will readily disclose all results from these investigations to the employee who requests such in writing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This application will receive active consideration for thirty days. WindowRana does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, marital status, handicap, or veteran status. No questions on this application is intended to secure information to be used for such discrimination.

## Consent and Disclosure

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I understand that Windowrama Enterprises ('COMPANY') WILL UTILIZE THE SERVICES OF Sterling Infosystems, Inc. ("Sterling Talent Solutions") as part of the procedure for processing my application for employment. I also understand that if my application for employment is granted, COMPANY may obtain further information through subsequent investigations by STERLING so as to update, renew or extend my employment, to the extent permitted by law.

I understand a consumer reporting agency's investigation may include obtaining information regarding bankruptcies covering up to the last ten (10) years, obtaining information regarding civil suits, civil judgments, arrest records, and paid tax liens covering up to the last seven (7) years, obtaining information regarding any other adverse item of information covering up to the last seven (7) years and obtaining information regarding references and educational and employment verifications without any time limitations, subject to any limitations or exceptions applicable under state and federal law. The investigation may also include information relating to criminal records without any time limitations, subject to state law.

In the event an investigative consumer report is conducted, I understand such information may be obtained by personal interviews with my acquaintances or associates or with others whom I am acquainted or who may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

I understand I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after the company receives my request or five days after the investigative consumer report was requested, whichever is later.

By filling in this box, I indicate that I wish to receive further disclosure about the nature and scope of any Company request for an investigative consumer report.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act. I also understand that before I am denied employment based, in whole or part, on information obtained in the consumer report and/or investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand if I disagree with the accuracy of any information in the report, I must notify COMPANY within five business days of my receipt of the report that I am challenging the accuracy of the information contained in this report with STERLING and advise COMPANY as to the basis of my challenge.

In exchange for COMPANY'S consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against STERLING for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against COMPANY or any of its employees, representatives, or agents arising out of or in any way related to conducting a background investigation.

I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any entity which may provide information based on this authorized request.

I hereby consent to this investigation and authorize COMPANY to procure a consumer report and/or investigative consumer report my background as stated above from STERLING. In order to verify my identity for purposes of the background investigation, I am voluntarily releasing my date of birth, social security and the other information requested for my own benefit and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

Print Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Signature \_\_\_\_\_



**Please Print Information Neatly**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name or Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Other Names Known By

\_\_\_\_ Male    \_\_\_\_ Female

Social Security Number \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Primary Telephone Number \_\_\_\_\_

Current Street Address \_\_\_\_\_

Apartment # \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Years at this address \_\_\_\_\_

Previous Address \_\_\_\_\_

Apartment # \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Years at this address \_\_\_\_\_

Driver's License Number \_\_\_\_\_ License State \_\_\_\_\_

Email address \_\_\_\_\_

**Authorization to Obtain Employment Background Report**

I have read the Disclosure Regarding Employment Background Report provided by Windowrama Enterprises, Inc. (Windowrama) and this Authorization to Obtain Employment Background Report. By my signature below, I hereby consent to the preparation by Sterling Infosystems, Inc. ("Sterling Talent Solutions"), a consumer reporting agency located at 1 State Street, New York, New York 10004, (877) 424-2457, www.sterlingtalentsolutions.com, of background reports regarding me and the release of such reports to Windowrama and its designated representatives, to assist Windowrama in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to Sterling and or Windowrama itself, and authorize Sterling to provide such information to Windowrama. I agree that a facsimile, electronic, or photographic copy of this Authorization shall be as valid as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date