

The Genuine. The Original.



Holt Door Systems, Inc.
Dba Overhead Door Company of Austin – Commercial
Dba Overhead Door Company of Tri-County – Commercial
3600 Silver Dollar Circle, Suite 200
Austin, Texas 78744-2329
(512) 442-1561 • Fax (512) 442-2975

Date

Dear Applicant:

Thank you for considering Holt Door Systems, Inc. as a potential employer. Before completing the Employment application, we wish to emphasize several points. Please sign the form below where indicated to acknowledge your understanding.

Employment is contingent on the following requirements:

1. Negative Drug Test
2. Proof of a valid Texas Drivers License
3. Good Driving Record (Applicable if Driving is Required for Job)
 - a. No Suspension in last 24 months.
 - b. No DWI
 - c. No SR-22
 - d. No more than 2 moving violations.
4. Background Check.

I hereby authorize Holt Door Systems, Inc. and/or any of its officers, employees, or agents to investigate my background, references, character, education, past employment, and/or criminal records in order to confirm my qualifications for employment as represented on my resume and/or employment application, and/or in my employment interview. I release Holt Door Systems, Inc., any former employers and all references listed on my resume and/or employment application from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand that non-disclosure of any background information is grounds for termination.

I understand that Holt Door Systems, Inc. is an at-will employer. This means that either you as the employee or Holt Door Systems as the employer may terminate the employment relationship, for any reason or no reason, at any time with or without notice, regardless of the length of my employment or the granting of benefits of any kind. No circumstances arising out of my employment will alter the at-will relationship. No officer, employee, or agent of Holt Door Systems is authorized to enter into an

agreement, express or implied with any employee for employment other than at-will unless those agreements are in a written contract signed by the President of the company.

If I am offered employment I agree to submit to a drug test and a medical test (if required), before starting work. I understand that my employment or continued employment, may be contingent upon satisfactory drug testing and medical exams, and that if I am hired, a condition of my employment will be that I abide by Holt Door Systems, Inc.'s Drug and Alcohol Policy.

Applicant's Signature

By signing above, I release Holt Door Systems, Inc. and/or its officer, employees and/or agents, as well as any person or entity providing information on my background pursuant to this acknowledgment form, from any and all liability in relation to the information obtained from me and all of the referenced sources listed below.

Applicant's Full Legal Name: _____

Applicant's Current Address: _____

How long at this address: _____

Driver's License No.: _____

State of Issue: _____

Date of Birth: _____

Social Security No.: _____

Criminal Record: _____

APPLICATION FOR EMPLOYMENT — NON-EXEMPT POSITION

Date:

Applicant Name:

Present Address:

Telephone:

Social Security No.:

Permanent Address (If different from present address):

Are you 18 years old or older?

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime? * Yes No

If yes, give details, including date(s):

* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

POSITION DESIRED

Position:

Date you can start:

Hourly rate/monthly salary desired:

Do you prefer: Full-time Part-time

Hours you are available to work:

If part-time, hours per week desired:

Days of week you are available to work:

Are you able to work:

Weekends* Yes No Holidays* Yes No Nights* Yes No

* if required for the position for which you're applying

Are you available to work overtime? Yes No

Have you previously worked for this company? If so, from _____ to _____

Reason for leaving:

Former supervisor(s) at this company:

How did you learn about this opening?		
EDUCATION		
High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Other special skills:		
MILITARY EXPERIENCE		
Branch of Service:	Dates Served:	Rank at Discharge:
Education and Training:		
WORK EXPERIENCE		
Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.		
Employer:		Address:
From to	Position Held:	Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:
Employer:		Address:
From to	Position Held:	Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:
Employer:		Address:

From	to	Position Held:	Reason for leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	
AUTHORIZATION AND ACKNOWLEDGMENTS			
<p>I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.</p> <p>I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.</p> <p>Applicant Signature:</p> <p>Date:</p>			