

Criminal Record Information: All applicants must answer all necessary questions below. A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements.

New Hampshire Applicants: Only answer questions **a, b, and c** and then skip to question #4 (**do not answer questions 1 through 3**)

California Applicants: When answering questions 1 through 4 below, you need not identify any conviction for marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program.

a. Have you ever been convicted of a crime that has not been annulled by a court?
 Yes No Date if Conviction: _____

b. Have you been convicted within the last seven years of any of the following crimes that have not been annulled by a court: misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; of physical assault of other violent crime?
 Yes No Date if Conviction: _____

c. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor that has not been annulled by a court?
 Yes No Date if Conviction: _____

1. Have you been convicted of a felony within the last seven years?
 Yes No Date if Conviction: _____
2. Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?
 Yes No
3. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor?
 Yes No
4. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty (ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s). _____

Education							
Name, City, State of Educational Institution	Graduated		If no, Degree, Credits Earned	Degree Type	Major	Minor	GPA
	Yes	No					
High School							
College or University							
Technical/GED							
Licenses/Certificates/Other							

References: Please list individuals who are not related to you who know your qualifications.

Name	Address	Phone	Relationship



Employment History: Please complete for all full-time or part-time employment beginning with your most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. **“See Resume” will not be accepted as Employment History.**

Company Name		Tel #		
Address		Dates Employed	From	To
Name of Supervisor		May We Contact?	Yes	No
		Rate of Pay	Start	Finish
Job Title	Job Duties			
Reason for Leaving				

Company Name		Tel #		
Address		Dates Employed	From	To
Name of Supervisor		May We Contact?	Yes	No
		Rate of Pay	Start	Finish
Job Title	Job Duties			
Reason for Leaving				



Company Name		Tel #	
Address		Dates Employed	From To
Name of Supervisor		May We Contact?	Yes No
		Rate of Pay	Start Finish
Job Title	Job Duties		
Reason for Leaving			



Applicant's Acknowledgement:

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Madeira USA LTD to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Madeira USA LTD (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR MY EMPLOYER WITH OR WITHOUT NOTICE OF CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE EMPLOYER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE PRESIDENT OF THE COMPANY.

I understand that applicants for certain position may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; submit to a background investigation; take a pre-employment drug test. If I am offered employment or start work before any required test is complete, my employment is contingent on a satisfactory result on all required tests.

I acknowledge that this application will remain active for 30 days from this date. If I have not heard from Madeira USA LTD at the conclusion of this 30 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

California Applicants Only: I understand that Madeira USA LTD may obtain, without using services of a third party investigation consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. By checking the following box, I waive my right to receive copies of public records obtained by Madeira USA LTD.

Signature: _____

Date: _____

Certification For All Applicants - PLEASE READ CAREFULLY

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____

Date: _____