



## Application for Employment:

Madeira USA LLC fully subscribes to the principles of Equal Employment Opportunity (EEO). It is our policy to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As EEO Employers, we intend to comply fully with applicable federal and state employment laws and the information requested on this application will only be used for purposes consistent with those laws. Applications are only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position applied for is filled, whichever first occurs.

Position Applied For: \_\_\_\_\_

Date: \_\_\_\_\_

Salary Expectations: \_\_\_\_\_

### Personal Data:

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

\_\_\_\_\_  
Street Address City State/Zip Code Phone Number

If under 18 years of age, please specify age: \_\_\_\_\_. This information will only be used for child labor law purposes.

Are there any days, shifts or hours you will not work? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Are you willing to travel for work, if required? \_\_\_\_\_ Will you work overtime, if required? \_\_\_\_\_

When will you be available to start work? \_\_\_\_\_

How did you learn of Madeira? \_\_\_\_\_

If referred, who were you referred by? \_\_\_\_\_

\_\_\_\_\_  
Have you applied with us before? Yes No If yes, please provide dates: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

**Note:** The Federal Immigration and Reform and Control Act of 1986 requires that the DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

### Driving Record: (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid drivers license? Yes No State: \_\_\_\_\_ License No: \_\_\_\_\_

Have you had any tickets? Yes No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Has your license ever been suspended or revoked? Yes No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_



Education						
Name, City, State of Educational Institution	Graduated		If no, Degree, Credits Earned	Degree Type	Major	Minor
	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

# MADEIRA USA

**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	
Name of Supervisor		May We Contact? Yes	No
Job Title			
Job Duties			
Reason for Leaving			
Company Name		Tel #	
Address		Dates Employed From	
Name of Supervisor		May We Contact? Yes	No
Job Title			
Job Duties			
Reason for Leaving			

# MADEIRA USA

Company Name	Tel #
Address	Dates Employed From
Name of Supervisor	May We Contact? Yes No
Job Title	
Job Duties	
Reason for Leaving	
Company Name	Tel #
Address	Dates Employed From
Name of Supervisor	May We Contact? Yes No
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 LLC 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 LLC (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have an 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 LLC 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 LLC 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 LLC.

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: \_\_\_\_\_

