

Application for EMPLOYMENT

PERSONAL DATA

Date: _____

Last Name: _____ First: _____ Middle: _____

If you have ever used another name, please provide name(s): _____

Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you ever worked for AADG, Inc. d/b/a Concept Frames or another subsidiary of ASSA ABLOY? Yes No

If yes, which location and when? _____

Do you have relatives who work, or have worked, for Concept Frames, any other ASSA ABLOY subsidiary, or a competitor? Yes No If yes, give name, relationship and location: _____

Are you 18 years of age or older? Yes No

Have you ever been discharged by a company? Yes No If yes, give name of employer and reason for discharge _____

How did you become interested in Concept Frames? (This section must be completed):

Referred by employee (name): _____

Employment Agency Public / State Agency Advertisement (publication)

College Recruiting Internet Other (explain) _____

POSITION PREFERENCE

Position applying for: _____

Check appropriate box for type of employment:

Regular Temporary (until) _____ Part-Time Co-op Intern Other

If applying for part-time work, what hours or days are you available? _____

Shift availability: Days Evenings Nights Weekends N/A

What date will you be available to start? _____ Salary/wage desired: _____

GENERAL INFORMATION

Applicant Name: _____

Have you ever been convicted of a misdemeanor (other than minor traffic violation) or felony charge? (Expunged records need not be disclosed.) Yes No
(A conviction will not automatically disqualify you from the position for which you have applied.)

If yes, explain: _____

All offers will be contingent upon the verification of lawful employment status as required by the Immigration Reform and Control Act of 1986. (If hired, you must present documentation establishing your US employment eligibility within 3 business days of start date).

Are you legally permitted to work in the United States for any employer in a regular, full-time job? Yes No

Employment with **Concept Frames** is contingent upon successfully completing a screening for drugs. Failure to comply or a confirmed positive test will result in retraction of the offer.

Do you have any financial or other interest or relationship in any business, or employment in another position, that may conflict with your employment by Concept Frames? Yes No

If yes, please explain: _____

Answer below only if applying for a job that requires you to drive:

Do you have a driver's license? Yes No

Type: Chauffeur's Commercial Driver's In What State _____

Has it ever been suspended or revoked? Yes No If yes, explain: _____

How many vehicle accidents have you had in the past 5 years? _____

EMPLOYMENT HISTORY

Applicant Name: _____

Please list all employers starting with the current or most recent position:
 May we contact your current employer? ___Yes ___No ___N/A

Company:		Job Title:	Employment Dates:			
Address:			From:		Month	Year
City:			To:		Month	Year
State:		Reason for leaving:	Salary Information			
Immediate supervisor's name:			Starting Base:		Bonus	
Immediate supervisor's phone number:			Leaving Base:		Bonus	

Company:		Job Title:	Employment Dates:			
Address:			From:		Month	Year
City:			To:		Month	Year
State:		Reason for leaving:	Salary Information			
Immediate supervisor's name:			Starting Base:		Bonus	
Immediate supervisor's phone number:			Leaving Base:		Bonus	

Company:		Job Title:	Employment Dates:			
Address:			From:		Month	Year
City:			To:		Month	Year
State:		Reason for leaving:	Salary Information			
Immediate supervisor's name:			Starting Base:		Bonus	
Immediate supervisor's phone number:			Leaving Base:		Bonus	

Company:		Job Title:	Employment Dates:			
Address:			From:		Month	Year
City:			To:		Month	Year
State:		Reason for leaving:	Salary Information			
Immediate supervisor's name:			Starting Base:		Bonus	
Immediate supervisor's phone number:			Leaving Base:		Bonus	

Company:		Job Title:	Employment Dates:			
Address:			From:		Month	Year
City:			To:		Month	Year
State:		Reason for leaving:	Salary Information			
Immediate supervisor's name:			Starting Base:		Bonus	
Immediate supervisor's phone number:			Leaving Base:		Bonus	

Please explain any gaps in employment history: _____

EDUCATION HISTORY

Applicant Name: _____

Type of School	Name & Location of School	Did you Graduate?		Type of Degree: Diploma, GED or Certificate Major/Minor Fields of Study		
		Yes	No			
High School		<input type="checkbox"/>	<input type="checkbox"/>			
GED		<input type="checkbox"/>	<input type="checkbox"/>	Date Obtained:		
Business Correspondence or Vocational School		<input type="checkbox"/>	<input type="checkbox"/>			
Other courses or Special Training		<input type="checkbox"/>	<input type="checkbox"/>		Year	
All Colleges or Universities		<input type="checkbox"/>	<input type="checkbox"/>		Year	
Graduate School		<input type="checkbox"/>	<input type="checkbox"/>		Year	

ACADEMIC ACHIEVEMENTS AND ACTIVITIES: Please list academic honors, scholarships or fellowships; memberships in academic honorary societies; participation in or offices held in extracurricular activities you consider significant. *

PROFESSIONAL CERTIFICATES, LICENSES OR ORGANIZATIONS* (e.g. CPA, Bar Assoc., etc.)

Foreign Language(s) (if applicable) useful in position applied for:

1. _____ Speak Read Write

Comments: _____

2. _____ Speak Read Write

Comments: _____

3. _____ Speak Read Write

Comments: _____

*Listing activities, scholarships, or organizations that indicate race, sex, religion or national origin affiliation is optional.

PROFESSIONAL REFERENCES

Applicant Name: _____

Please list (3) professional references who can comment on your work performance. Do not include relatives. If student, include 2 professors or instructors.

Name:	Address:	City:	State:
Relationship:		Company Name:	
Title:		Telephone:	

Name:	Address:	City:	State:
Relationship:		Company Name:	
Title:		Telephone:	

Name:	Address:	City:	State:
Relationship:		Company Name:	
Title:		Telephone:	

I certify that the information given on this Application is true and complete. I understand that any misstatements or omissions of information are grounds for denial of employment and, if hired, for dismissal. I understand that employment is conditioned upon verification of the information contained herein, as well as my passing a pre-employment drug test and / or a post-offer job-related physical examination.

I give **AADG, Inc. d/b/a Concept Frames** the right to request, and I give the listed employers, schools and personal references, as well as any other persons, schools, companies, credit bureaus, and state and federal licensing, law enforcement and other government agencies, the right to give Ceco Door (without further notice to me) any and all information about my background, along with any other pertinent information they may have, personal or otherwise. I release all parties from all liability, and agree not to file any claim, lawsuit or any other cause of action of any kind against any person or entity arising out of the furnishing, receipt or use of such information.

I authorize the Company to obtain a consumer report as defined under the Fair Credit Reporting Act, 15 U.S.C. 1681, *et seq.*, which includes information on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, and to use such information for employment purposes. I understand that if the Company relies upon a consumer report, I will be notified about my rights in a separate document.

In consideration of my employment by **Concept Frames**, I agree to learn and conform to Concept Frames rules and regulations. I further agree that employment with Concept Frames is at will and that either I or the Company may terminate my employment without notice any time with or without cause. I understand that I have no written or oral employment contract with the Company. I understand that, other than the President, ASSA ABLOY Door Group, or his/her designee, no Concept Frames manager or representative has the authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the above.

Signature of Applicant: _____ Date: _____

(No electronic signatures accepted. You will be asked to sign the application form when interviewed).

DISCLOSURE AND AUTHORIZATION

DISCLOSURE TO APPLICANTS/EMPLOYEES UNDER THE FAIR CREDIT REPORTING ACT

In accordance with the Fair Credit Reporting Act ("FCRA"), we are advising you that a consumer report may be obtained from a consumer reporting agency ("CRA") for the purpose of evaluating you for employment or, if you are already an employee, for promotion, retention or other employment purposes. Under the FCRA, as an applicant or employee, you are a 'consumer'.

The consumer report requested by the Company may be used to verify information that you have provided, such as your previous employment, professional certifications, and education, or it may be a general background check which may include information regarding your character, general reputation, personal characteristics, mode of living, credit history, personal history, military record, driving record and / or criminal background. This information may be obtained by direct or indirect contact with, as examples, former employers, acquaintances, schools, financial institutions, landlords and public agencies.

Before the Company makes an adverse employment decision based on information contained in a consumer report, you will be provided a written summary of your rights under the FCRA and, in most cases, a copy of the report. If you disagree with the accuracy of the information relied on by the Company, you must notify the Company within three business days of your receipt of the report. If you do this, the Company will provide you with an additional period of five business days to demonstrate to the Company's satisfaction that the information is inaccurate or otherwise unreliable.

AUTHORIZATION FOR CONCEPT FRAMES TO OBTAIN CONSUMER REPORT

I have read the above disclosure to Applicants / Employees under the Fair Credit Reporting Act, and I give Ceco Door and any affiliated company the right to request, from a consumer reporting agency, a consumer report, as defined in the Fair Credit Reporting Act. I authorize all companies, credit agencies, educational institutions, persons, government agencies, criminal and civil courts, and former employers to release information they have about me and release them from any liability for doing so. Any copy of this Authorization shall have the same authority as the original, and shall be valid for this and for any future consumer reports and updates that may be requested.

Name (please print)

Signature

Date

(No electronic signatures accepted. You will be asked to sign the form when interviewed).

APPLICANT SURVEY INFORMATION

ASSA ABLOY, Inc. and its subsidiaries are required to submit periodic government reports regarding its employees. It is the Company's policy to afford equal employment opportunity to all individuals in compliance with applicable federal, state and local employment laws.

To aid the Company in providing accurate information, we ask your cooperation in completing this form. You are, however, under no obligation to do so and your response will not affect your employment in any way. Any information you volunteer will be kept confidential and will be used solely for statistical purposes. (Note: should you elect not to complete this Employee Survey; Human Resources will complete the gender and ethnic information on the basis of their visual observation.)

Name (please print): _____

Gender: Female Male

ETHNIC AFFILIATION:

Are you Hispanic or Latino?

HISPANIC OR LATINO (Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese culture origin)

Yes No

If you answered "no" to the above question, please select one of the following:

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** (Persons who identify with more than one of the five races above).
I identify with the following races: (optional)

