South Jersey Glass & Door
Commercial • Industrial • Residential

3278 S.W. Boulevard, Vineland, NJ 08360
Phone (856) 691-0600 | Fax (856) 696-2083

EMPLOYMENT APPLICATION

Please complete the application as fully as possible. If a question does not apply, enter "N/A."

EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION
South Jersey Glass & Door is an Equal Opportunity Employer. We are committed to equal employment opportunity and a workplace free from discrimination, harassment, and retaliation. Qualified applicants will receive consideration without regard to race, color, religion, national origin, ancestry, sex, pregnancy, age, disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, marital or civil union status, or any other characteristic protected by applicable law.
REASONABLE ACCOMMODATION
Applicants needing an accommodation to participate in the application or interview process may contact Human Resources.

APPLICANT INFORMATION

Full Legal Name

Preferred Name (optional)

Street Address

Apt. / Unit

City

State

ZIP Code

Phone Number

Email Address

POSITION & AVAILABILITY

Position Applying For

Desired Pay (optional)

Where Did You Hear About This Position?

Earliest Available Start Date

Employment Type ☐ Full-time ☐ Part-time ☐ Temporary / Seasonal

Days Available ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Hours, Shift Restrictions, or Other Availability Details

ADDITIONAL INFORMATION

Have you previously worked for South Jersey Glass & Door? If yes, when?

Do you have a relative or household member employed here? If yes, provide name and relationship.

Can you reliably report to the work location for the schedule required by this position? ☐ Yes ☐ No

For positions where driving is an essential job duty, the company may ask about driving qualifications at the appropriate stage of the hiring process.

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EMPLOYMENT HISTORY

List your current or most recent employer first. Include relevant work, military, volunteer, or self-employment experience.

CURRENT / MOST RECENT EMPLOYER

Employer / Company

Phone

Worksite City / State

Job Title

Dates Employed (From / To)

Supervisor

☐ May contact

Main Duties / Responsibilities

Reason for Leaving (optional)

Starting / Ending Pay (optional)

PREVIOUS EMPLOYER 1

Employer / Company

Phone

Worksite City / State

Job Title

Dates Employed (From / To)

Supervisor

☐ May contact

Main Duties / Responsibilities

Reason for Leaving (optional)

Starting / Ending Pay (optional)

If you need additional space, use the additional employment history page or attach a separate sheet.

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ADDITIONAL EMPLOYMENT HISTORY

Use this page for additional experience. Attach a separate sheet if you need more space.

PREVIOUS EMPLOYER 2

Employer / Company

Job Title

Dates Employed

Supervisor / Phone

☐ May contact

Main Duties / Responsibilities

PREVIOUS EMPLOYER 3

Employer / Company

Job Title

Dates Employed

Supervisor / Phone

☐ May contact

Main Duties / Responsibilities

PREVIOUS EMPLOYER 4

Employer / Company

Job Title

Dates Employed

Supervisor / Phone

☐ May contact

Main Duties / Responsibilities

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EDUCATION, SKILLS & QUALIFICATIONS

Include education, training, licenses, certifications, and job-related experience.

EDUCATION

School / Institution | **City / State** | **Dates Attended**

Degree / Diploma / Certificate / Program | **Field of Study** | **Completed?**

School / Institution | **City / State** | **Dates Attended**

Degree / Diploma / Certificate / Program | **Field of Study** | **Completed?**

School / Institution | **City / State** | **Dates Attended**

Degree / Diploma / Certificate / Program | **Field of Study** | **Completed?**

SKILLS, LICENSES & CERTIFICATIONS

Relevant Skills, Training, Licenses, or Certifications (include expiration dates if applicable)

TOOLS, EQUIPMENT & TECHNOLOGY

List tools, machinery, vehicles, software, or equipment you have experience using

ADDITIONAL JOB-RELATED INFORMATION

Describe any other experience or qualifications relevant to the position

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PROFESSIONAL REFERENCES

Provide professional references who can speak to your work experience, skills, or character. Former supervisors are preferred.

REFERENCE 1

Full Name

Professional Relationship

Phone Number

Email Address

How Long Have You Known This Person?

REFERENCE 2

Full Name

Professional Relationship

Phone Number

Email Address

How Long Have You Known This Person?

REFERENCE 3

Full Name

Professional Relationship

Phone Number

Email Address

How Long Have You Known This Person?

Please notify your references that the company may contact them. Do not list family members as professional references unless specifically requested.

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APPLICANT CERTIFICATION & AUTHORIZATION

Please read each statement before signing.

1. Accuracy of Information

I certify that the information I have provided in this application and any attachments is true and complete to the best of my knowledge. I understand that material misrepresentation or omission may result in disqualification from consideration or, if hired, disciplinary action up to and including termination, consistent with applicable law.

☐ I have read and understand this statement

2. Verification of Information

I authorize South Jersey Glass & Door to verify information relevant to my application, including contacting the employers, schools, and references I have identified, subject to any contact restrictions I have indicated. Separate disclosures and authorizations may be required for certain background investigations.

☐ I have read and understand this statement

3. Employment Eligibility

I understand that, if hired, I will be required to complete the legally required employment eligibility verification process and provide acceptable documentation within the time required by law.

☐ I have read and understand this statement

4. Conditional Post-Offer Requirements

Certain positions may require job-related conditions after a conditional offer, such as a driving-record review, background check, drug/alcohol testing, or medical examination, where permitted by applicable law. Any required notices, disclosures, and authorizations will be provided separately.

☐ I have read and understand this statement

5. At-Will Employment

If hired, I understand that employment is at-will, which means that either I or the company may end the employment relationship at any time, with or without cause or advance notice, subject to applicable law. Nothing in this application creates a contract of employment for a specified period.

☐ I have read and understand this statement

6. No Guarantee of Employment

I understand that submitting this application does not guarantee an interview or an offer of employment. Any offer may be contingent upon completion of applicable hiring requirements.

☐ I have read and understand this statement

APPLICANT SIGNATURE

Printed Name

Date

Applicant Signature (type full name as electronic signature, if submitted electronically)

South Jersey Glass & Door is an equal opportunity employer. Questions about this application or requests for reasonable accommodation may be directed to Human Resources.