



Date of Application: _____ Position Applied For: _____

PERSONAL INFORMATION

Name: _____
Last Middle First

Address: _____
Number/Street/Apartment City State Zip Code

Telephone: _____ Email: _____

Social Security Number: _____

If you are under 18, can you furnish a work permit? Yes No

Are you legally authorized to work in the United States? Yes No
(Proof of eligibility will be required upon employment)

Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain: (A conviction will not necessarily disqualify you from employment.)

AVAILABILITY

Date you are available to work: _____

Do you wish to work: Full-Time Part-Time Temporary

If temporary, specify dates available: _____

Please indicate hours you are available to work each day: (example 7am – 7pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Wages desired: \$ _____ per _____ Hours per week: _____

SKILLS & EXPERIENCE

(Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Lawn and Garden |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Screen Repair |
| <input type="checkbox"/> Paint Mixing Machine | <input type="checkbox"/> Point-of-Sale Terminal / Cashier |
| <input type="checkbox"/> Building Construction | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Key Cutting Machine | <input type="checkbox"/> Countertops |
| <input type="checkbox"/> Lock Servicing | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Blade Sharpening | <input type="checkbox"/> Forklift |

List any other relevant qualifications you have that can be a benefit in this position:

PLEASE PRINT:

EDUCATION

	Name and Location	Years Completed	Degree?	Major
High School				
College				
Grad School				
Other				

EMPLOYMENT HISTORY

Give names and addresses of all previous employers. If you are now working, your present employer and reason you want to leave must be included. Additional sheets may be attached if required. Please give reason for any lapse of time between jobs.

May we contact your present employer?

Yes

No

Employer (Latest first)	Dates Employed	Salary History	Position and Duties	Reason for Leaving
Name:	From:	Start:		
Address (City/State/Zip):	To:	Final:		
Telephone: Supervisor:				
Name:	From:	Start:		
Address (City/State/Zip):	To:	Final:		
Telephone: Supervisor:				
Name:	From:	Start:		
Address (City/State/Zip):	To:	Final:		
Telephone: Supervisor:				
Name:	From:	Start:		
Address (City/State/Zip):	To:	Final:		
Telephone: Supervisor:				

REFERENCES

Please list 3 professional references (not related to you) with contact information.

Name:	Phone number:	Email:
How do you know this person?	Years acquainted?	
Name:	Phone number:	Email:
How do you know this person?	Years acquainted?	
Name:	Phone number:	Email:
How do you know this person?	Years acquainted?	

SUPPLEMENTAL INFORMATION

Why do you want to work at Gross Lumber?

What is your definition of customer service?

Please read the following carefully before signing below:

While performing the duties of this job, the employee is regularly required to read, count and write to accurately complete all documentation. The employee will be subject *to pro longed standing, kneeling crawling climbing and carrying lumber and other materials. Must be able to climb ladders and to move and transfer materials around the lumber yard that can weigh up to 100 pounds.*

Applicant's Signature _____ Date: _____

This application is considered current for 90 days. If you want to be considered for employment after this time, you must renew your application in writing.

I certify that the information contained in this application and/or any supplement thereto, is correct to the best of my knowledge and understand that any mis-statement or omission of information is grounds for dismissal in accordance with company policy. I authorize Gross Lumber Co to contact my current or prior employers and/or the above references and request any information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I expressly release Gross Lumber and all parties providing such information from any and all liability or responsibility for damage that may result from furnishing the same to you. I further understand said background check may also involve the Company's obtaining and investigative consumer report on me which may cover such areas as my character, general reputation and mode of living. I hereby authorize the Company, if they wish, to make such an inquiry and understand that upon my written request, additional information as to the nature of said inquiry will be provided.

If I am offered a position with the Company, I agree to conform to the applicable rules, regulations, and policies of the Company, and acknowledge that my employment and compensation can be terminated at any time with or without cause, and with or without notice, at the option of either the Company or myself. I further understand that no representative of the Company has any authority to make any agreement contrary to the foregoing or to bind the Company for the employment of any person for any specified period of time.

Applicant's Signature _____ Date: _____

PERSONNEL DEPARTMENT USE ONLY

Arrange Interview:

Comments:

Interviewer: _____ Date: _____

Employed:

Date:

Job Title:

Hourly Rate/ Salary:

Department:

Completed by: