



Application for Employment

About You

Date: _____ Date available for hire: _____

First name _____ Middle Name _____ Last Name _____

Driver's License Number _____ Social Security Number _____

Current Residence (Past 1-5 years)

Address _____ Email Address _____

City _____ Daytime Phone _____ Evening Phone _____

State _____ Zip Code _____ Is it OK to call you at work? Yes No

Past Residence(s)

_____/_____/_____ to ____/____/_____
Start Date End Date

Address/City/State/ZIP Code _____

Position applying for: _____ FT _____ PT _____ Seasonal _____

Pay expected _____ Are there any hours, shifts or days you cannot or will not work? Yes No
If yes, explain _____

Resume attached? Yes or No

Alias or Past Names (Please include maiden name, if applicable.)

First name _____ Middle Name _____ Last Name _____

Are You

	Yes	No
Over 18 Years Old?	<input type="radio"/>	<input type="radio"/>
A previous applicant?	<input type="radio"/>	<input type="radio"/>
A previous employee?	<input type="radio"/>	<input type="radio"/>
Legally able to work in the US?	<input type="radio"/>	<input type="radio"/>
Able to make it to work using Reliable transportation?	<input type="radio"/>	<input type="radio"/>

Have You

Ever been convicted of a crime other than a traffic violation? Yes No
If yes, please describe and include type of crime and date of conviction.

List relatives employed by Williams Lumber _____

How did you find us?

Advertisement	Name of publication _____
Referral from Employee	Employee Name _____
Internet Website	URL _____
Other	_____

Your Work Experience

_____/_____/_____ to ____/____/_____
Present/Last Employer Start Date End Date

Address Phone Salary

Job Title Supervisor May we contact? Yes No

Reason for leaving

_____/_____/_____ to ____/____/_____
Present/Last Employer Start Date End Date

Address Phone Salary

Job Title Supervisor May we contact? Yes No

Reason for leaving

_____/_____/_____ to ____/____/_____
Present/Last Employer Start Date End Date

Address Phone Salary

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Job Title Supervisor May we contact? Yes No

Reason for leaving

Your Education and Training

Type of School	Name and Location of School/Training	Dates of Attendance	Name and Date of Degree Earned	Fields of Study (Major and Minor)
High School/ Trade School				
Business or Tech School				
Colleges				
Other Training (Explain)				

Academics or Other Awards or Achievements

(Academic honors, awards, scholarships/fellowships, membership in academic societies or other awards obtained related to your education or qualifications for the position*)

Date ____/____/____/ Description _____ Achievement _____

Date ____/____/____/ Description _____ Achievement _____

Date ____/____/____/ Description _____ Achievement _____

Date ____/____/____/ Description _____ Achievement _____

Additional Qualifications

(Special technical computer or individual skills that would qualify you for the position*)

Description _____

Description _____

Description _____

Description _____

U.S. Military Service

Branch _____ Rank at Discharge _____ Date of Service ____/____/____ to ____/____/____
 Duties _____ Honorable Discharge? Yes No

*Exclude those that would indicate race, color, religion, national origin, disability or age.

Please Read Carefully

If you have any questions regarding the application, this statement, or have need of special assistance in regards to applying for this position, please see the Human Resources Director.

This Organization does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during this interview process creates an employment contract between you and this Organization. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason.

When processing this application, Organization may request a criminal, police or credit background check about you. In addition to background checks, this Organization may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include request to disclose information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resources Department of this Organization to disclose to you the content of these reports.

Also note that should you become employed by this Organization, this Organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Signature of Applicant _____ Date _____

Internal Office Use

References

Date_____ Organization_____ Contact _____
 Information Obtained or Verified _____
 Date_____ Organization_____ Contact _____
 Information Obtained or Verified _____
 Date_____ Organization_____ Contact _____
 Information Obtained or Verified _____
 Date_____ Organization_____ Contact _____
 Information Obtained or Verified _____

Criminal Background Check Performed? Yes or No

Date Performed _____ Type of Check _____

Eligible for Hire? Yes or No

Position Title _____ Location _____

Starting Date _____

Hiring Rate _____ Dept. _____ W/C Code _____