



# Employment Application

"An Equal Opportunity Employer"

Note: A Physical Examination and Drug Test May Be Required as a Condition of Employment.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available: \_\_\_\_\_

Salary Expected: \_\_\_\_\_ Hours Available: \_\_\_\_\_

Work Desired  Full Time  Part Time  Temporary  Seasonal

Are you Under 18  Yes  No

Education History	Name & Location	Degree/Years Completed
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High School \_\_\_\_\_

University/College \_\_\_\_\_

Other/Honors \_\_\_\_\_

List Any Office Equipment or Machinery You Can Operate \_\_\_\_\_

**Answer The Following If Applying For A Position Requiring Operation Of A Vehicle:**

Check Type of Vehicles You Are Qualified To Operate  Passenger  Light Truck  Heavy Truck \_\_\_\_\_ Class

Drivers License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Drivers License Ever Revoked or Suspended  Yes  No If Yes, Give Details \_\_\_\_\_

List All Moving Violations Within The Last 3 Years \_\_\_\_\_

**Employment History (most current first) Include Relevant U.S. Military Service**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

May We Contact: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

Employed From: mo. \_\_\_\_\_ year \_\_\_\_\_ To: mo. \_\_\_\_\_ year \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
May We Contact: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
Employed From: mo. \_\_\_\_ year \_\_\_\_ To: mo. \_\_\_\_ year \_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
May We Contact: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
Employed From: mo. \_\_\_\_ year \_\_\_\_ To: mo. \_\_\_\_ year \_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

### Pre-Employment Drug Testing

I understand that one of the requirements for employment at Industrial Lumber & Plywood, Inc. may be a urine screen for drugs. I further understand that failure to consent to this urine drug screen will be considered withdrawal of my application for employment. I also understand that if the test discloses the presence of any one or more of the tested drugs, I will be denied employment at Industrial Lumber & Plywood, Inc.

I authorize the laboratory utilized by Industrial Lumber & Plywood, Inc., physician(s) to release the results of this drug screen to the authorized representative of Industrial Lumber & Plywood, Inc. and understand that the results and findings of the drug screen will not be released by the company to any person or agency unless compelled to do so by judicial process in the case of law enforcement officials.

Date: \_\_\_\_\_ Signature (in ink): \_\_\_\_\_

I hereby authorize Industrial Lumber & Plywood, Inc. to make inquiries not limited to but including previous employers, schools, and investigative or credit agencies. I understand that I have the right to request information about the nature and scope of any such investigation.

I agree to take a physical examination, if requested, by a company approved doctor at the expense of the company and understand that such examination may include tests for use of illegal drugs. I further authorize those physicians to release the results of any such tests to Industrial Lumber & Plywood, Inc., its agencies and employees.

By signing this application, I affirm that all statements herein, (and in my resume; if any) are TRUE, and misrepresentation of facts will subject me to immediate termination.

"I understand that if I am employed, I may terminate the employment relationship at any time and Industrial Lumber & Plywood, Inc. may terminate the employment relationship at any time, without notice or cause. I understand that practices and statements set out in policies, handbooks and other company literature may be changed at any time by Industrial Lumber & Plywood, Inc. without notice, and that such practices and statements do not create an employment contract. I further understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or national of the United States, and alien lawfully admitted for permanent residence or an alien authorized to be employed in the United States."

Date: \_\_\_\_\_ Signature (in ink): \_\_\_\_\_

FOR OFFICE USE ONLY

Location: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Accepted

Not Accepted