



AFFORDS EQUAL EMPLOYMENT OPPORTUNITY REGARDLESS OF SEX, AGE, RACE, COLOR, CREED, ANCESTRY, SEXUAL PREFERENCE, RELIGION, DISABILITY OR NATIONAL ORIGIN.

## APPLICATION FOR EMPLOYMENT

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Have you ever applied for employment or been employed with us?

Yes No. If Yes, Month and Year \_\_\_\_\_ Location: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Are you available for full-time or part-time work? \_\_\_\_\_

Will you work overtime if asked? Yes No

Are you a U.S. citizen or authorized to work in the U.S.? Yes No

When will you be available to begin work? \_\_\_\_\_

How did you learn of our organization? If Newspaper, state which publication: \_\_\_\_\_

**Completion of this section is voluntary, unless education is requirement of the position you are applying for.**

	Name & Location of School	Course of Study	No. of Yrs. Completed	Degree or Diploma
High School				
College				
Other				

## SKILLS/PRODUCT KNOWLEDGE

Please indicate (circle) any of the following skills you may have: Cash Register Typing (WPM): \_\_\_\_\_ Calculator

Computer: Hardware \_\_\_\_\_ Software: \_\_\_\_\_

Power Tools (please list): \_\_\_\_\_ Have you been trained to drive a forklift: Yes No

Please indicate (circle) any of the following products you may have knowledge of or experience with:

Lumber Hardware Plumbing Products Paint Power Tools Electrical Products Millwork Truss Manufacturing

Describe your significant accomplishments, activities, or acquired skills, which you believe may be an indication of your job-related abilities.

If you are applying for a position as a driver, please complete the following section:

Driver's License:	State	License No.	Type	Expiration Date
	State	License No.	Type	Expiration Date
	State	License No.	Type	Expiration Date

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

If Yes, please explain: \_\_\_\_\_

Has your driver's license, permit or driving privileges ever been suspended or revoked? Yes No

If Yes, please explain: \_\_\_\_\_

Driving Experience (if None, write None):

Class of Equipment	Type of Equipment (van, tank, flat, etc...)	Dates		Approximate No. of Miles (Total)
		From	To	
<input type="checkbox"/> Straight Truck	_____			
<input type="checkbox"/> Tractor & Semi-Trailer	_____			
<input type="checkbox"/> Tractor — 2 Trailers	_____			
<input type="checkbox"/> Motorcoach — School Bus	_____			
<input type="checkbox"/> Other	_____			

## EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. As part of your work history, you may include verified work performed on a volunteer basis.

1.	Company Name	Telephone ( )
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay: Start End
	State Job titles and Describe your work	Can we contact this employer? Yes No
	Reason for Leaving	(Initial)
2.	Company Name	Telephone ( )
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay: Start End
	State Job titles and Describe your work	Can we contact this employer? Yes No
	Reason for Leaving	(Initial)

3.	Company Name	Telephone ( )
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay: Start End
	State Job titles and Describe your work	Can we contact this employer? Yes No
	Reason for Leaving	(Initial)

## REFERENCES

	Name	Firm Name and Address	Telephone Number
1.	_____		
2.	_____		
3.	_____		

## READ CAREFULLY BEFORE SIGNING

### DRUG POLICY

As an applicant for full-time, part-time or temporary work, I understand I must successfully pass a Post-offer drug-screening test prior to starting employment for G.V. Moore Lumber.

### LIE DETECTOR NOTICE

It is unlawful in massachusetts to require or administer a lie detector test as a condition or employment or continued employment. an employer who violates this law shall be subject to criminal penalties and civil liabilities.

### GENERAL INFORMATION

I certify that the above information is true and complete to the best of my knowledge, and I authorize you to investigate my character and ability to perform the job for which I am applying. I understand that this investigation may include reports from previous employers, schools and references. I understand, further, that no attempt will be made to contact my present employer unless specifically authorized by me to do so.

I further understand that as an applicant for full-time, part-time or temporary work, I will be required to take a post-offer physical examination prior to starting employment for G.V. Moore Lumber. I also understand that as an applicant for a position as a driver, G.V. Moore Lumber will conduct a post-offer investigation of my driving record.

I recognize further that employment is subject to satisfactory reports from references solicited, meeting the requirements of the position offered and approval of the management of the company affiliate or subsidiary involved, and that misrepresentation or omission of acts requested my result in my dismissal. I understand and agree that employment, if offered, is "at-will" which means that it is for no definite period and may be terminated at any time without notice.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# RELEASE

I have authorized G.V. Moore Lumber to investigate my character and ability to perform the job for which I am applying. In order to conduct this investigation, I understand that G.V. Moore Lumber will make inquiries of my previous employers, schools and references. As such, I hereby authorize the provision of character, education and job performance information by my previous employers, schools and references to G.V. Moore Lumber and release all parties from any liability related to the release of said information. The requested information may include, but is not limited to:

Dates of employment  
Position held  
Wages/Salary  
Reason for separation from company  
Disciplinary actions  
Course of study  
Verification of completion of degree  
Character reference information

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Signature

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Print Name

All requested information should be released to G.V. Moore Lumber upon receipt of a photocopy of this release, as if it were the original.