

**\*Company Use Only\***

Department \_\_\_\_\_

Starting date \_\_\_\_\_ Pay \_\_\_\_\_

# SHOOK BULDER SUPPLY EMPLOYMENT APPLICATION

**\*Company Use Only\***

Branch location \_\_\_\_\_

Position \_\_\_\_\_

**Please answer all questions.** Applications not filled out completely may not be considered for hire. Applicant should read the following information before filling out any of the questions in this form. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, sex, religion, or national origin. It is also illegal to discriminate in employment of persons because of their age if over 40 or to discriminate on the basis of disability.

**SHOOK BUILDER SUPPLY/HICKORY TRUSS CO. IS AN EQUAL OPPORTUNITY EMPLOYER**

## PERSONAL DATA

Name: \_\_\_\_\_  
First Middle Last Social Security No. \_\_\_\_\_

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

How long have you lived at present address? \_\_\_\_\_ / \_\_\_\_\_ Years/Months Phone No. \_\_\_\_\_

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

How long did you live at previous address? \_\_\_\_\_ / \_\_\_\_\_ Years/Months

Are you applying for?  Full Time  Part Time  Temporary Referred by: \_\_\_\_\_

## EDUCATION

School	Name and location of school	Did you graduate?
Elementary		
High School		
College		
Business, Trade, Military		

Check kinds of work in which you have experience:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Accounting           | <input type="checkbox"/> Data Processing              | <input type="checkbox"/> Office Practices            | <input type="checkbox"/> Building Material Sales |
| <input type="checkbox"/> Bookkeeping          | <input type="checkbox"/> Truck Driving                | <input type="checkbox"/> Building Material Purchases | <input type="checkbox"/> Inside Sales            |
| <input type="checkbox"/> Cashier              | <input type="checkbox"/> Forklift Operator            | <input type="checkbox"/> Lumber Yard                 | <input type="checkbox"/> Outside Sales           |
| <input type="checkbox"/> Credit & Collections | <input type="checkbox"/> Building Material Management | <input type="checkbox"/> Warehouse                   | <input type="checkbox"/> Sales Management        |
| <input type="checkbox"/> Other _____          |   |  |  |

Applicant to answer these questions **only** if you are applying for a driver position:

Do you have a valid commercial driver's license?  Yes  No

Check the types of vehicles you are qualified through experience to operate:

- Passenger Car  Light Truck  Heavy Truck or Tractor  
 Other \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Expires \_\_\_\_\_ Has your license ever been suspended or revoked? \_\_\_\_\_

If yes why? \_\_\_\_\_

How many convictions for moving violations in the past 3 years? \_\_\_\_\_

May we have your permission to get a copy of your DMV driving record?  Yes  No

CONTINUED ON REVERSE SIDE

**WORK HISTORY** (start with the current or most recent)

Dates employed	Name and address of employer	Phone no.	Salary	Position	Reason for leaving

If employed, are you willing to take a Physical Examination at company expense?  Yes  No

Will you agree to take random drug test if employed?  Yes  No

Are you willing to take a pre-employment drug screening test at our expense?  Yes  No

Have you ever applied to this company before?  Yes  No If so when? \_\_\_\_\_.

Have you ever been employed here before?  Yes  No If so when? \_\_\_\_\_.

Are you employed now?  Yes  No If so where? \_\_\_\_\_.

May we inquire of at your present employer?  Yes  No Past employer(s)?  Yes  No

Have you been convicted of a crime within the last 10 years?  Yes  No What crime? \_\_\_\_\_

In Case of Emergency Notify – (Name, Address, Phone)

_____
_____
_____

I authorize investigation of all statements contained in this application.  Yes  No

I understand that misrepresentation or omission of facts is cause for dismissal and that my employment is substantially dependent on truthful answers to the questions.  Yes  No

I have read these statements and answers to these inquiries.  Yes  No

As an applicant for employment with this company, I understand the following:

- This application will remain on active file for 60 days. If I am not hired within 60 days, this application is no longer active and I will need to reapply in order to be considered for employment.
- Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.
- My employment is not guaranteed for any term, and my employment may be terminated by the company or by myself at any time and for any reason. No management official is authorized to make any assurance or promise of continued employment.
- I authorize and consent to my current and prior employers, educational institutions and persons or organizations named in this application (or accompanying resume) to release any information that may be required to make an employment decision.
- My employment is contingent upon the results of a drug screening analysis for substance abuse. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- If I am employed, I agree to comply with and be bound by the safety and health rules and regulations and rules of conduct of the company.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*Company use only

Notes:

_____
_____
_____