



# Application for Employment

Today's Date

## Your Personal Information

Name \_\_\_\_\_  
*Last* *First* *Middle*

Address \_\_\_\_\_  
*City* *State* *Zip Code*

Home Telephone \_\_\_\_\_ Cellular Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Preferred Method of Contact:  Home Telephone  Cell Phone  E-Mail  
 Other \_\_\_\_\_

## Your Emergency Contact

In Case of an Emergency, I Authorize You to Contact:

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

ALL QUESTIONS MUST BE ANSWERED  
STATE "N/A" IF QUESTION IS NOT APPLICABLE

### J & L BUILDING MATERIALS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Applications are received and employees are hired without regard to race, sex (including pregnancy, sexual orientation, gender expression, and gender identity), national origin, color, religion, age, disability, genetic information, veteran's status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

### THIS IS A DRUG-FREE WORKPLACE

**Tell Us About Yourself** *(You must answer every question on this application. If a question does not apply, put "N/A." Please print.)*

What position are you applying for? \_\_\_\_\_

What is your salary expectation? \$ \_\_\_\_\_ When can you start work? (Date) \_\_\_\_\_

How were you referred to us? \_\_\_\_\_  
*(If you were referred by a person, please provide the name)*

Have you completed an application here before?  Yes  No If yes, date/location \_\_\_\_\_

Have you been employed here before?  Yes  No If yes, date/position/location \_\_\_\_\_

Are you available to work *(Check any that apply)*:  Full-time  Part-time  Temporary  Nights  Weekends

Are there any days or times during the week that you are not available to work?  Yes  No

*(Reasonable accommodation of religious needs that do not create an undue hardship will be considered, if applicable)*

If yes, please list the days/times you are not available to work \_\_\_\_\_

If necessary, can you provide proof that you are over any minimum work age requirement?  Yes  No

Are you willing to work overtime?  Yes  No Do you have steady transportation to work?  Yes  No

Can you travel, if required?  Yes  No What percentage of time? \_\_\_\_\_

Are you on a layoff and subject to recall?  Yes  No May we contact your present employer?  Yes  No

How much time have you lost from work during the past 12 months? \_\_\_\_\_

Are you now, or do you expect to be, engaged in any other business or employment while working here?  Yes  No

If yes, please explain \_\_\_\_\_

Are you presently an officer, employee, or employer of another business in our industry or with whom we compete?  Yes  No

If yes, please explain \_\_\_\_\_

Are you currently subject to a Non-Compete Agreement or Restrictive Covenant that would prohibit you from working at our company in the position for which you are applying?  Yes  No

If yes, provide a copy of the agreement and state the name of the company: \_\_\_\_\_

Have you ever been terminated or asked to resign from a job?  Yes  No

If yes, please explain \_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No *(Proof of identity and employment authorization required upon hire)*

What three things are most important to you in a job? (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

What three adjectives best describe you? (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

What type of work do you most enjoy? \_\_\_\_\_

Why do you want to work here? \_\_\_\_\_

**Tell Us About Your Special Skills and Qualifications**

List any special skills, training, experience, certifications, or licenses that may be relevant to this position or our company \_\_\_\_\_

List any professional, trade, business, or civic activities or offices held that would relate to working here \_\_\_\_\_

List any foreign languages that you fluently speak, read, and/or write that would relate to working here \_\_\_\_\_

List software programs that you are proficient in \_\_\_\_\_

## Your Educational Background

Schooling	Did You Graduate?	Years Completed	Degree Received and Major Subject	Name of School	Location
High School or GED	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Trade, Business, or Correspondence	<input type="checkbox"/> Yes <input type="checkbox"/> No				
College	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No				

## Tell Us About Your Driving Record (Necessary for positions that may require use of a personal or company vehicle for work)

Do you hold a valid and unexpired Driver's License that is not currently suspended or revoked?  Yes  No

If yes, provide the state \_\_\_\_\_

Have you been convicted of any moving violation(s) in the last 5 years?  Yes  No

If yes, give date(s) and explanation of each \_\_\_\_\_

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## Tell Us About Any Records

Have you ever been convicted of, received a sentence for, pled nolo contendere (no contest) to, been placed on probation, or fined by any judicial or quasi-judicial body for a crime, other than a minor traffic violation?

**NOTE: Answering "yes" to this question is not an automatic bar to employment.** Arrest records and juvenile, sealed, and expunged records should not be disclosed. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records.

Yes  No If yes, describe the details of the conviction/offense, the sentence for the conviction/offense, the date of the conviction/offense (month and year), and your rehabilitation since then:

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## Your Military Service

Branch of Service	Rank at discharge, if applicable	Dates of Service From:                      To:
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List Duties and Special Training and/or Skills

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**Tell Us About Your Past** *(Answering "yes" to any of these questions is not an automatic bar to employment.)*

Have you ever been disciplined or terminated from any job for an act of violence, harassment, discrimination, ethical breach, violation of a drug-free workplace policy, or theft?

Yes  No If yes, explain the circumstances, employer, and date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever had any license or certification suspended or revoked?

Yes  No If yes, list the license(s) or certification(s) suspended or revoked and state when and why the license or certification was suspended or revoked. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Your Work History and Any Employment Gaps** *(Must be completed even when accompanied by resume)*

*List most recent or current job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history. If you need more space to provide a full work history, request additional work history pages.*

Employer	Dates Employed		Summary of Work Performed and Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (City, State, Zip)			
Phone <i>(Include Area Code)</i>			
Job Title	Hourly Rate, Weekly Salary, or Other Weekly Earnings		
	Starting	Final	
State Reason			Supervisor's Name
Resigned <input type="checkbox"/> OR Terminated <input type="checkbox"/>			
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## Agreement and Release

For the purpose of this agreement and release, J & L Building Materials Inc. is referred to as "the company" or "you" in the following paragraphs.

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. If required, I agree to take a personality profile and to take, participate in, or submit to any other preemployment processes. I also agree to submit to any drug or alcohol testing prior to or after employment.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. I also acknowledge that the company may conduct a search for information about me that is in the public domain, including, but not limited to, information on social networking sites. In exchange for the consideration of my employment application by J & L Building Materials Inc., I hereby release and forever discharge J & L Building Materials Inc. (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted and I am hired, employment at J & L Building Materials Inc. is "employment at will." It is further understood that this at-will relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of J & L Building Materials Inc. specifically acknowledges such change. I further understand that my at-will employment may be terminated at any time by me or by J & L Building Materials Inc. and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period. Submission of this application does not imply that I will be hired.

I have read, understand, and by my signature consent to these statements.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

State and/or federal regulations are subject to change at any time; therefore, the questions on this form are subject to exceptions and qualifications. The author does not bear responsibility for ensuring this form is up to date and compliant with state, federal, or local employment regulations. If in doubt, seek assistance from a qualified expert.  
Also, the author is not responsible for any unauthorized changes or omissions to the form.  
Revised March 8, 2016