



# APPLICATION FOR EMPLOYMENT

White's Lumber, Inc.  
Attn: Human Resources Department  
231 N. Rutland Street  
Watertown, NY 13601

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for employment without regard to race, color, religion, national origin, marital status, veteran status or any other legally protected status, which with or without a reasonable accommodation, would not prevent an application from performing all essential activities of the relevant job

**Instructions:** An application must be filled out – a resume will not be accepted in place of an application  
An application that is incomplete or illegible will not be processed – please type or print  
The position(s) for which you are applying should be specific  
Information on your education and work history must be complete – “See Resume” will not be accepted  
Please do not give us any information that is not requested  
Please remember to sign and date your application

<b>Position(s) applied for:</b>		
<b>Location:</b>	<b>Today's Date:</b>	<b>Salary or Hourly Wage Requirement:</b>
<b>Check the type of position you are seeking:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal <b>Date available for work</b> _____/_____/_____ <b>What is your desired salary range?</b> _____		
<b>Are you subject to recall from a current layoff?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Can you travel if job requires it?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Referral Source Information

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Address:</b>	<b>City/Town:</b>	<b>State:</b> <b>Zip Code:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Cell Phone:</b>

<b>Are you over 18 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (If no, you may be required to provide authorization)
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, give date(s): _____
<b>Are you currently employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>May we contact your present employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you legally eligible to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (proof of eligibility will be required upon offer of employment)
<b>Have you ever been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, describe in full</b> _____ _____

# KNOWLEDGE, SKILLS AND ABILITIES

Please check any skills and/or experience listed below you have in the Building Material Supply Industry. This information will be used when related to the essential functions of the position(s)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting/Bookkeeping   | <input type="checkbox"/> Inside Sales   | <input type="checkbox"/> Payroll               |
| <input type="checkbox"/> CDL Driver Class <input type="checkbox"/> A <input type="checkbox"/> B | <input type="checkbox"/> Kitchen Design | <input type="checkbox"/> Purchasing/Buyer      |
| <input type="checkbox"/> Construction   | <input type="checkbox"/> Outside Sales  | <input type="checkbox"/> Shipping/Receiving    |
| <input type="checkbox"/> Human Resources  | <input type="checkbox"/> Paint          | <input type="checkbox"/> Supervisor/Management |

## Experience

Please list all equipment that you have operated that would be related to the position(s) in which you are applying.

Please describe any specialized training, apprenticeship, skills and extracurricular activities.

Please summarize special job-related skills and qualifications acquired that you feel would be beneficial to the position(s) to which you are applying.

## EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma /Degree
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

# WORK EXPERIENCE

*Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting / Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting / Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting / Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments:** *Include an explanation of gaps (if any) in employment*

## Driving Record

Type of driver's license held:  Operator  Commercial Operator  Chauffeur

State issued by \_\_\_\_\_ Expiration Date \_\_\_\_\_

If your driver's license has been revoked or suspended in the past 10 years, please explain: \_\_\_\_\_

Explain all restrictions on your license: \_\_\_\_\_

## Experience

Please check the types of motor vehicles you have driven and list the length of time you have driven that type of vehicle

- Boom Truck  Spider Truck (w/forklift)  Tractor Trailer  
 Flat Bed Truck  Stake Truck  Other \_\_\_\_\_

## Driving History

List any traffic violations and/or accidents in the past 3 years:

Month/Year	Description of violation or accident

## REFERENCES

Do not include family members or past supervisors

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

## DOCUMENTS FOR THE RIGHT TO WORK

To help us comply with the Immigration Reform and Control Act of 1986, please CIRCLE all of the following documents that you have proving your right to work in the United States:

- U.S. Passport      U.S. Birth Certificate      Certificate of Naturalization      Social Security Card  
Certificate of U.S. Citizenship      Drivers' License      Other Picture Identification

Other documents (list)

## DOCUMENTS FOR THE RIGHT TO WORK

I certify that the information provided in this application is true, correct, and complete to the best of my knowledge.

I hereby consent to have White's Lumber, Inc. investigate all statements given so as to decide upon employment.

This application will be considered active for a time period not to exceed 45 days. Applicant wishing to be considered for employment beyond the time frame should inquire about applications being accepted at the present time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign and the Employer may discharge Employee at any time with or without cause. It is also understood that this "at will" employment relationship cannot be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized individual within this company.

I further understand that in the event of my employment here at White's Lumber, Inc., any false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date