

BURTON LUMBER

APPLICATION FOR EMPLOYMENT

All applicants selected for employment with Burton Lumber will be required to satisfactorily pass a pre-employment drug screen and criminal background check.

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, handicap, or national origin.

PERSONAL INFORMATION

Date _____

Name Last First Middle

Present Address street City State Zip

Permanent Address street City State Zip

Phone Number _____

Referred By _____ Are you 18 years of age or older? Yes ___ No ___

EMPLOYMENT DESIRED

Position desired? _____ Date you can start? _____ Salary Desired? _____

Are you currently employed? Yes ___ No ___ Location applying for? _____

Have you ever applied for a position at Burton Lumber before? Yes ___ No ___

Where? _____ When? _____

**Criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements.*

Have you ever been convicted of felony of a *felony* or a *misdemeanor*, or have you ever plead no contest to any criminal charges? Yes ___ No ___

Provide date, city, state and an explanation for any yes responses: _____

EDUCATION

Name and Location of School	Circle Last Year Completed	Did you Graduate?	Subjects studied and Degree(s) Received
High School	1 2 3 4	Yes ___ No ___	
College	1 2 3 4	Yes ___ No ___	
Trade, Business or Correspondence School	1 2 3 4	Yes ___ No ___	

GENERAL

Subjects of Special Study or Research Work _____

List all professional licenses, registrations, and certifications _____

Outside interests _____

FOR COMPANY USE ONLY---DO NOT WRITE BELOW THIS POINT

WORK EXPERIENCE

START WITH YOUR MOST RECENT EMPLOYMENT, GIVE A COMPLETE RECORD OF ALL EMPLOYMENT AND REASONS FOR PERIODS OF UNEMPLOYMENT. IF ADDITIONAL SPACE IS NEEDED, PLEASE ASK FOR AN "EMPLOYMENT HISTORY SUPPLEMENT."

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES ___ NO ___

Note: If your current or most recent employer is not contacted prior to an offer of employment being made, then any offer of employment that is made will be subject to Burton Lumber contacting the employer, and any offer may be withdrawn based on information received from such employer.
If no, why? _____

COMPANY NAME		CITY/STATE	TYPE OF BUSINESS	
PHONE W/AREA CODE		SUPERVISORS NAME & TITLE		FINAL SALARY
TITLES AND DUTIES			REASON FOR LEAVING	
DATE EMPLOYED mo yr	DATE LEFT mo yr		IF YOUR EMPLOYMENT RECORDS EXIST UNDER ANOTHER NAME, PLEASE SPECIFY	
COMPANY NAME		CITY/STATE	TYPE OF BUSINESS	
PHONE W/AREA CODE		SUPERVISORS NAME & TITLE		FINAL SALARY
TITLES AND DUTIES			REASON FOR LEAVING	
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TITLES AND DUTIES			REASON FOR LEAVING	
DATE EMPLOYED mo yr	DATE LEFT mo yr		IF YOUR EMPLOYMENT RECORDS EXIST UNDER ANOTHER NAME, PLEASE SPECIFY	

REFERENCES

Give three additional work-related references

Name	Address	Area code/Phone	Years Acquainted	
1				
2				
3				

Please read the following items carefully before signing this application:

I understand that nothing in this application constitutes an offer or promise of employment at Burton Lumber. I also understand that if I am employed at Burton Lumber, my employment will be at-will. As such, my employment may be terminated by me or by Burton Lumber with or without notice, at any time, and for any reason not prohibited by law.

I authorize investigation of all statements contained in this application and understand that I may be required to provide verification (diploma, license, transcripts, etc) of information contained in this application.

I authorize any and all persons, companies or agencies to release to Burton Lumber any and all information they may have which is relevant to the application process. I also release all such parties from any liability that may result from furnishing information to Burton Lumber.

I understand that any misrepresentation or omission of facts in this application may disqualify me from further consideration, or, if I am employed may subject me to disciplinary action, up to and including termination.

I understand that any employment offer is contingent upon the following: (1) producing documents establishing my eligibility to work in the United States; (2) satisfactorily passing the pre-employment drug-screen, criminal background checks, and (3) complying with Burton Lumber's pre-employment application procedures.

This application is void after a period of 30 days. If you have not been hired within that period of time and are still interested in being considered for employment, you must reapply.

By signing this application, I acknowledge that I have read and understand the above and agree to abide by its terms.

Name _____ Date _____