

# Starr's Building Supply, Inc

## Employment Application

We are an Equal Opportunity Employer

Date \_\_\_\_\_

### Please Print

_____	_____	_____
Last Name	First Name	Middle
_____		
Social Security Number		
Present Address		
_____		
No. & Street	City	State Zip
_____	_____	_____
Business Phone	Home Phone	E-mail

### Employment Desired

Position(s) applying for: \_\_\_\_\_

### Personal Information

Have you ever applied to or worked for our Company before?

Yes  No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for our Company?

Yes  No

If yes, state name(s) and relationship:

_____	_____
Name	Relationship
_____	_____
Name	Relationship

How did you learn about our Company?

\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)  Yes  No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No

If no, describe the functions that cannot be performed.

\_\_\_\_\_

\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)  Yes  No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

\_\_\_\_\_

\_\_\_\_\_

(Note: A Criminal conviction is not automatic grounds for rejection. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

**Education, Training and Experience**

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
<b>High School</b>	Name _____ City _____ State _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>College/ University</b>	Name _____ City _____ State _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Vocational/ Business</b>	Name _____ City _____ State _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**Employment History**

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Dates of Employment	Name & Address of Employer	Position Title and Responsibilities	Supervisor & phone number	Starting salary and ending salary	Reason for leaving
From: _____  To: _____				\$ _____  \$ _____	Reason: _____  May we contact this employer? __Yes __No
From: _____  To: _____				\$ _____  \$ _____	Reason: _____  May we contact this employer? __Yes __No
From: _____  To: _____				\$ _____  \$ _____	Reason: _____  May we contact this employer? __Yes __No

Note: Attach additional page(s) if necessary.

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any untruthfulness, omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, no matter when discovered.

\_\_\_\_\_  
Initials I hereby authorize you to thoroughly investigate my references, work record, education, professional credentials, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I agree that this release is valid for future screening for retention, promotion or reassignment unless revoked in writing. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is "at-will" – that is, it is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
Initials I understand an offer of employment may be made contingent on passing a job-related physical examination. I agree to submit to a controlled substances screening and physical examination by the Company's designated medical practitioner and at the Company's expense upon receiving a conditional offer of employment from the Company.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature