



## Application for Employment

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. This document will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. PLEASE PRINT.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Position applied for: \_\_\_\_\_ Date available to work: \_\_\_\_\_

Would you accept part time work? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you of legal age to work? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a legal right to be employed in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, proof is required)

Special Training or skills: \_\_\_\_\_

### Educational Background:

High School: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

College: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree or diploma \_\_\_\_\_

Graduate School: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree or diploma \_\_\_\_\_

Vocational or other training: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree or diploma \_\_\_\_\_

### References

1. Name \_\_\_\_\_ Address and Phone \_\_\_\_\_

Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_ How do you know this person? \_\_\_\_\_

2. Name \_\_\_\_\_ Address and Phone \_\_\_\_\_

Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_ How do you know this person? \_\_\_\_\_

3. Name \_\_\_\_\_ Address and Phone \_\_\_\_\_

Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_ How do you know this person? \_\_\_\_\_

\*\*\* Continued on Back \*\*\*

## Previous Employers and Addresses

1. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_ May we contact? \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

2. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_ May we contact? \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

3. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_ May we contact? \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

4. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_ May we contact? \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

I hereby authorize Doyle Lumber Company, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), previous employers and organizations contacted by Doyle Lumber to provide any relevant information regarding my current and/or previous employment. I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omissions of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement should I become an employee of Doyle Lumber Company, Inc. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employee contract. I understand that completing this form does not indicate there is a position open and does not obligate Doyle Lumber Company, Inc. to hire me. **If hired, I understand that my employment is at will, meaning that my employment is for no specific period and I may be terminated by Doyle Lumber Company, Inc. at any time without prior notice for any reason.** If employed, in consideration of my employment, I agree to conform to the company's rules and regulations. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and only when in writing and signed by the President, has any authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

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

Date \_\_\_\_\_