



BUILDING SUPPLY

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Interior Exterior Building Supply is an Equal Opportunity Employer. Applicants requiring reasonable accommodation to the application and/or interview process should notify the location where the interview will take place.

Last Name		First Name		Middle Name	
Street Address		Apt #	City	State	Zip
Telephone Number (s) with area code (s)			E-Mail Address		

Position (s) Applied For: _____	Date of Application ____/____/____
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How did you learn about us?
 Advertisement Relative Inquiry Employment Agency Friend
 Other _____

Have you been convicted of a misdemeanor or felony within the past 7 years? If yes, please explain: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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A conviction will not necessarily disqualify you from consideration.

Do you currently have misdemeanor and/or felony charges pending against you? If yes, please explain: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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This will not necessarily disqualify you from consideration.

Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are less than 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever filed an application with us before? If yes, give date: ____/____/____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been employed with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do any of your friends or relatives work here? If yes, please name: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you legally eligible for employment in the United States? <i>Proof of eligibility will be required upon employment</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Can you travel if the job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Date available to work ____/____/____	What is your desired salary range? _____
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Are you available to work:	<input type="checkbox"/> Full-Time	Please indicate shift: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
	<input type="checkbox"/> Part-Time	Please indicate preference: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
	<input type="checkbox"/> Temporary	Please indicate dates available: ____/____/____ to ____/____/____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Please fill out all boxes completely

Employer – current or last employer

Address, including city & state

Telephone Number(s) with area code(s)
- -

Job Title

Supervisor & Phone

Dates Employed:

From ___/___/___ To ___/___/___

Hourly Rate/Salary

Starting: ___ Final: ___

Contact Employer? Yes No

Reason For Leaving:

Employer – 2nd previous employer

Address, including city & state

Telephone Number(s) with area code(s)
- -

Job Title

Supervisor & Phone

Dates Employed:

From ___/___/___ To ___/___/___

Hourly Rate/Salary

Starting: ___ Final: ___

Contact Employer? Yes No

Reason For Leaving:

Employer – 3rd previous employer

Address, including city & state

Telephone Number(s) with area code(s)
- -

Job Title

Supervisor & Phone

Dates Employed:

From ___/___/___ To ___/___/___

Hourly Rate/Salary

Starting: ___ Final: ___

Contact Employer? Yes No

Reason For Leaving:

Employer – 4th previous employer

Address, including city & state

Telephone Number(s) with area code(s)
- -

Job Title

Supervisor & Phone

Dates Employed:

From ___/___/___ To ___/___/___

Hourly Rate/Salary

Starting: ___ Final: ___

Contact Employer? Yes No

Reason For Leaving:

ADDITIONAL INFORMATION

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without accommodation, the activities involved in the job or occupation for which you have applied? Yes No

A review of the activities involved in such a job or occupation has been given. Yes No

PROFESSIONAL REFERENCES

Name	Company/Title	Relationship	Telephone Number w/area code Day _____ - _____ - _____ Evening _____ - _____ - _____ Cell _____ - _____ - _____
Name	Company/Title	Relationship	Telephone Number w/area code Day _____ - _____ - _____ Evening _____ - _____ - _____ Cell _____ - _____ - _____
Name	Company/Title	Relationship	Telephone Number w/area code Day _____ - _____ - _____ Evening _____ - _____ - _____ Cell _____ - _____ - _____

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsification of this information or material omission is grounds for termination of my possible employment at any time. I understand this job application is not an employment contract.

I understand the following:

My prior employers, educational institutions and other references listed on this application are authorized to give Interior/Exterior Building Supply any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all persons or entities from all liability for any damage that may result from furnishing information to Interior/Exterior Building Supply.

I understand that I will need to consent to a substance abuse test. I understand that any offer of employment will be contingent upon the results of a substance abuse test. I understand that any offer of employment will be contingent upon the results of a substance abuse test and may be contingent upon the results of a physical examination. The results of any such test and/or examination will be held in confidence. Prior to any such examination or test, I agree to release the results of the examination and/or test to Interior/Exterior Building Supply.

I must produce applicable documents showing that I am a United States citizen or alien lawfully authorized to work in the United States, with the time frame specified by Interior/Exterior Building Supply to meet the Immigration Reform and Control Act of 1986 requirements.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that if being hired for a DOT regulated position, the Company will investigate my former test results, other violations of DOT regulations, refusals to test, and any completion of return-to-duty requirements during the two years prior to the date of this application. I understand that if my former employers cannot supply this information, I will supply it.

If Interior/Exterior Building Supply offers me employment and I accept the offer, I agree to conform to Interior/Exterior Building Supply's policies, rules and regulations. I understand and agree that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at-will" nature, which means my employment, benefits and compensation can terminate, with or without cause for any legal reason, and with or without cause, at any time, at my option or Interior/Exterior Building Supply's option. I further understand and agree that this at-will employment relationship as defined above will remain in effect throughout my employment with Interior/Exterior Building Supply. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Interior/Exterior Building Supply. I certify that answers given herein are true and complete.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Voluntary Affirmative Action Information

Completion of information below is voluntary.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status. As required, we comply with government regulations including Affirmative Action obligations where they apply. In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated. Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Date: _____/_____/_____ Position(s) applied for: _____

Referral Source:

- Advertisement Name of Source (if applicable): _____
- Employee
- Relative
- Walk-in
- School
- Government Employment Agency
- Private Employment Agency
- Other

Applicants Name: _____ Telephone: (_____) _____ - _____
FIRST MIDDLE LAST

Address: _____
STREET CITY STATE ZIP

Check one: _____ Male _____ Female

Check one of the following Race/Ethnic Groups:

- Asian
- Black/African American
- Hispanic/Latino
- Native Hawaii/Pacific Islander
- Two or More Races
- Unknown
- White

IF YOU SO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

_____ VIETNAM ERA VETERAN _____ DISABLED VETERAN _____ HANDICAPPED INDIVIDUAL

SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES
Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and qualified handicapped individuals. You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential and refusal to provide this information will not adversely affect your consideration for employment.

To be completed by applicant – Not for interview purposes – To be filed separately from application. This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.