

Application for Employment

* please answer all questions
 * if you have a resume, please include it, however, you must complete the application in full.

Thank you for applying.



APPLICANT INFORMATION

Last Name		First		Today's	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Full or Part Time		Desired Salary	
Position Applied for and why you would be a good fit.					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	

EDUCATION

High School Name									
From	/	/	To	/	/	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College						Address			
From	/	/	To	/	/	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other						Address			
From	/	/	To	/	/	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES - PLEASE LIST 3 PROFESSIONAL REFERENCES

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	

PREVIOUS EMPLOYMENT FOR THE PAST 7 YEARS. IF NEEDED, USE ADDITIONAL SPACE ON THE BACK.

Company						Phone		
Address					Supervisor			
Job Title		Starting Salary		\$		Ending Salary		\$
Responsibilities								
Date hired:	Mo	Yr	Date Left:	m/yr	Reason for Leaving:			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why? Or Why not?		

Company						Phone		
Address					Supervisor			
Job Title		Starting Salary		\$		Ending Salary		\$
Responsibilities								
mo/yr hired:		m/yr Left:		Reason for Leaving:				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why? Or Why not?		

Company						Phone		
Address					Supervisor			
Job Title		Starting Salary		\$		Ending Salary		\$
Responsibilities								
mo/yr hired:		mo/yr Left:		Reason for Leaving:				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why? Or Why not?		

Company						Phone		
Address					Supervisor			
Job Title		Starting Salary		\$		Ending Salary		\$
Responsibilities								
mo/yr hired:		mo/yr Left:		Reason for Leaving:				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why? Or Why not?		

Company						Phone		
Address					Supervisor			
Job Title		Starting Salary		\$		Ending Salary		\$
Responsibilities								
mo/yr hired:		mo/yr Left:		Reason for Leaving:				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why? Or Why not?		

1. Have you been convicted of a crime or crimes within the last 10 years? Yes _____ No _____
If yes, please explain: _____
2. Have you been fired from any job for any reason? Yes _____ No _____
If yes, please explain: _____
3. Have you quit a job after being placed on final warning or notified that you would be fired? Yes _____ No _____
If yes, please explain: _____
4. For the purpose of checking references & qualifications, have you ever worked or attended school under different names? Yes _____ No _____ If yes, please give names: _____
5. Do you have a valid driver's license? (not required if unless driving is necessary for the job) Yes _____ No _____
If yes, what is your driver's license number _____ State of Issuance _____
6. Have you ever applied with AL&M Building Supply before? Yes _____ No _____
If yes, date: _____
7. Have you previously been in the employ of AL&M Building Supply? Yes _____ No _____
If yes, date(s): _____
8. Do you know anyone else at AL&M Building Supply? Yes _____ No _____
If yes, please list name(s): _____
9. How were you referred to AL&M Building Supply? Newspaper _____ Banner _____ Relative _____ Friend _____
By an employee _____ Online _____ Agency _____
10. When may we contact your current employer? Date: _____
11. When would you be available to start work? Date: _____
12. Are you seeking: Temporary _____ Full Time _____ Part Time _____ Number of hours _____
13. Are you available to work weekends? Yes _____ No _____
If not, please explain: _____

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					

OTHER APPLICABLE EXPERIENCE

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature		Date	
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