



## APPLICATION FOR EMPLOYMENT

Please **PRINT** all information requested, sign all Releases and the Application.

Please complete application in full. Resumes may be attached but **NOT** as a substitute. Only applications that are complete, legible, and signed will be considered.

For Office Use Only

Hours Available to Work	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM:							
TO:							

### PERSONAL DATA

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_ Wage Desired: \_\_\_\_\_

Employment Desired:  FULL-TIME  PART-TIME  SEASONAL: Winter / Summer      How soon are you available for Work? \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle                      Maiden

Present address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

Home Phone ( ) \_\_\_\_\_ Cell or Msg Phone ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Are you a United States Citizen: \_\_\_\_\_ If not, what type of Visa do you have? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you over the age of 16? \_\_\_ 18? \_\_\_ Place of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No      Type: D-1  CDL-A  CDL-B

Driver's License Number \_\_\_\_\_ State of issue \_\_\_\_\_ Expiration date \_\_\_\_\_

What is your means of transportation to work? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME?                       No                       Yes

If yes, explain conviction(s), nature of offense(s) State(s) where offenses occurred, and Sentence(s) imposed by the Court.

**(Include driving offenses if applicable to position applying for)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?                       Yes  No

ARE YOU PRESENTLY ON ACTIVE DUTY OR A MEMBER OF THE NATIONAL GUARD?                       Yes  No

Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_ Type Discharge \_\_\_\_\_ Specialty \_\_\_\_\_

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR/DEGREE
High School				
College				
Bus. or Trade School				

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

**APPLICATION FOR EMPLOYMENT**

**OFFICE SKILLS**

Typing  Yes  No WPM \_\_\_\_\_ 10-Key Calculator  Yes  No Personal Computer  Yes  No  
Are you familiar with Microsoft Office  Yes  No Rate Your Computer Skills (Circle One): Good Fair Learning  
Please list office skills:

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**EQUIPMENT & MAINTENANCE EXPERIENCE**

Heavy Equipment You Operate: \_\_\_\_\_ Years Experience: \_\_\_\_\_  
Heavy Equipment You Repair: \_\_\_\_\_ Years Experience: \_\_\_\_\_  
Maintenance Experience: Carpentry  Electrical  Plumbing  Years Experience: \_\_\_\_\_

**Tell Us About Yourself and Your Qualifications**

An application form sometimes makes it difficult for an individual to adequately summarize their experience. Use the space below to summarize additional information describing your experience and full qualifications for the position for which you are applying. You may also include any explanations you feel would be helpful in understanding other issues in your application.

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**Please list two references other than relatives.**

Name _____	Name _____
Address _____	Address _____
Telephone ( ) _____	Telephone ( ) _____
Years they have known you: _____	Years they have known you: _____

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

## APPLICATION FOR EMPLOYMENT

**Work  
Experience**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name.

**Name of Employer / Company:** \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Pay or Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions.

**Name of Employer / Company:** \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Pay or Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions.

**Name of Employer / Company:** \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Pay or Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions.

**Name of Employer / Company:** \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Pay or Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions.

**Name of Employer / Company:** \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Pay or Salary: Start: \_\_\_\_\_ Final: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions.

# APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY

## APPLICATION FORM WAIVER

In exchange for the consideration of my job application with Ben's Contractor Center / Ben's Great Outdoors / Ben's Logistics (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the company, or otherwise to change in any respect the "employment-at-will" relationship between the company and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and the company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in staff and/or benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others. I further authorize the company to complete a criminal background check, obtain a copy of my driving record, and obtain a credit report in regards to my application for employment as well as periodic checks throughout my employment. I hereby release the Company from any liability as a result of such contacts, inquiries, or records in order to ascertain my qualifications and fitness for employment.

I also understand that (1) the Company has a drug and alcohol policy and a sexual harassment policy; (2) my consent to and compliance with these policies is a condition of my employment.

I have also authorized by my signature to release my driver information should it be necessary in the position I am applying for.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable "at will" for any reason by either party.

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

## DRIVING RECORD RELEASE FORM

I, \_\_\_\_\_ do hereby authorize the Department of Administration, Division of Motor Vehicles, to release my driving record to: Ben's Contractor Center / Ben's Great Outdoors / Ben's Logistics

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Michigan Driver's License #: \_\_\_\_\_ SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_