



Ware-Butler

Building Supply

www.warebutler.com

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Date of Application: _____ Position(s) Applied For: _____

Location(s) Applying For: _____

Referral Source: Company Website Friend Relative Walk-In
 Other: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: (____) _____ Email Address: _____

Have you filed an application here before? Yes No If yes, give date: _____
Have you ever been employed here before? Yes No If yes, give date: _____

Are you employed now? Yes No
If hired, can you furnish proof you are legally entitled to work in the United States? Yes No

On what date would you be available to work? _____

Are you available to work: Full-Time Part-Time Temporary Available on Weekends

If employed and you are under 18, can you provide a work permit? Yes No

Can you travel if a job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. All information should be completed and reasons for any time lapse should be noted.

1. Employer: _____ Position Title: _____
Address: _____
Supervisor: _____ Telephone: _____
Dates Employed: _____

Work Performed: _____

Reason for leaving: _____

2. Employer: _____ Position Title: _____

Address: _____

Supervisor: _____ Telephone: _____

Dates Employed: _____

Work Performed: _____

Reason for leaving: _____

3. Employer: _____ Position Title: _____

Address: _____

Supervisor: _____ Telephone: _____

Dates Employed: _____

Work Performed: _____

Reason for leaving: _____

4. Employer: _____ Position Title: _____

Address: _____

Supervisor: _____ Telephone: _____

Dates Employed: _____

Work Performed: _____

Reason for leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, Veteran status or the presence of a non-job-related medical condition or handicap.

Applicant's Statement

As an applicant for employment with this company, I understand the following:

1. This application will remain in the active file for 90 days. If I am not hired within 90 days, this application is no longer active, and I will need to reapply for employment if I wish to be considered for a position with this company.
2. I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand any misrepresentation or falsification of information or significant omission will be cause for rejection of my application or for subsequent discipline up to and including dismissal from employment if discovered at a later date.
3. My employment is not guaranteed for any term, and my employment may be terminated by the company or myself at any time and for any reason. No management official is authorized to make any oral assurance or promise of continued employment.
4. I authorize and consent to my current and prior employers, education institutions and persons or organizations named in this application (or accompanying resume) to release any information that may be required to make an employment decision. I understand that this application is not intended to be a contract of employment. I further understand said background check may also involve Ware-Butler's obtaining an investigative consumer report on me which may cover such areas as my character, general reputation and mode of living.
5. My employment is contingent upon the result of a drug screening analysis for any substance abuse if requested. The results of such analysis may be grounds for disqualifying me or terminating my employment.
6. If I am employed, I agree to comply with and be bound by the safety & health rules and regulations & rules of conduct of Ware-Butler, Inc.

Printed Name

Signature of Applicant

Date

Authorization for Release of Personal Data

I, _____ the undersigned, hereby authorize and request any present or former employer, educational institution, law enforcement agency, financial institution, or other persons having personal knowledge about me to furnish this company, and/or its agents, with any and all information in their possession regarding me, in connection with application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to this company and/or its agents. A photocopy of this authorization is as effective as the original.

Signed _____

Date _____