

## The Mentor Lumber & Supply Company EMPLOYMENT APPLICATION

The Mentor Lumber & Supply Company pledges itself to a policy of equal employment opportunity for all employees and applicants seeking employment. Mentor Lumber strives to ensure that the applicant and employee are treated, during the interviewing process and/or employment, without discrimination based on race, color, sex, religion, age, national origin, handicap, disability or veteran status.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

LOCATION:  Mentor  Chardon

POSITION(S) APPLIED FOR \_\_\_\_\_  FULL-TIME  PART-TIME  SEASONAL

REFERRED BY  Advertisement  Relative  Friend  Walk-in  Other \_\_\_\_\_

DATE AVAILABLE FOR WORK \_\_\_\_\_ SALARY REQUIREMENTS \_\_\_\_\_

HAVE YOU BEEN EMPLOYED BY MENTOR LUMBER & SUPPLY BEFORE?  Yes  No IF YES, GIVE DATES \_\_\_\_\_

### EXPERIENCE *List present or most recent position first. In addition, list all previous positions, including any military service. (Attach additional sheet if needed)*

<u>Dates of Employment</u>	COMPANY NAME	YOUR TITLE	SALARY	IMMEDIATE SUPERVISOR
FROM:	COMPANY ADDRESS	TELEPHONE	LIST MAJOR DUTIES	
TO:	REASON FOR LEAVING			
<u>Dates of Employment</u>	COMPANY NAME	YOUR TITLE	SALARY	IMMEDIATE SUPERVISOR
FROM:	COMPANY ADDRESS	TELEPHONE	LIST MAJOR DUTIES	
TO:	REASON FOR LEAVING			
<u>Dates of Employment</u>	COMPANY NAME	YOUR TITLE	SALARY	IMMEDIATE SUPERVISOR
FROM:	COMPANY ADDRESS	TELEPHONE	LIST MAJOR DUTIES	
TO:	REASON FOR LEAVING			

### EDUCATION

	Name and Location	Attendance (last year completed)	List diploma/degree received	Major subject
HIGH SCHOOL		1 2 3 4		
TECHNICAL, BUSINESS OR PROFESSIONAL TRAINING		1 2 3 4		
COLLEGE OR UNIVERSITY		1 2 3 4		
GRADUATE SCHOOL		1 2 3 4		

DO YOU HAVE COMPUTER SKILLS? \_\_\_\_\_ LIST SOFTWARE USED \_\_\_\_\_

LIST ANY OTHER SPECIAL JOB-RELATED SKILLS, APPRENTICESHIP, SPECIALIZED TRAINING OR ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO KNOW

**PROFESSIONAL REFERENCES** *Refer to people with whom you have worked for/with and are familiar with your work performance and experience.*

NAME	OCCUPATION / COMPANY	TELEPHONE
1.		
2.		
3.		

ARE YOU CURRENTLY EMPLOYED?  YES  NO  
MAY WE REQUEST REFERENCES FROM YOUR CURRENT EMPLOYER?  YES  NO \_\_\_\_\_  
Applicant Initials

*I understand and expressly agree that The Mentor Lumber & Supply Company may make or employ an agency to make an investigation of my competence, character, general reputation and personal characteristics as it deems necessary. I expressly consent to such investigation and release all parties from all liability for any damage that may result from furnishing same to you.*

**DRIVING RECORD** *(to be completed by those applying for positions which include driving responsibilities)*

HAVE YOU HAD A VIOLATION FOR WHICH YOU WERE CITED?  YES  NO

IF YES, PLEASE LIST

DO YOU POSSESS A CURRENT/VALID CDL?  YES  NO WHICH CLASS? A B

*\*Mentor Lumber & Supply Companies are required by our liability insurance company to run a MVR (Motor Vehicle Registration) Report for each individual who is hired with driving*

**CONVICTION RECORD**

HAVE YOU BEEN CONVICTED OF A FELONY?  YES  NO

IF YES, PLEASE EXPLAIN

*I certify that all information on this form is true to the best of my knowledge and belief, and I understand that I will be subject to dismissal at any time, if I have made any misrepresentations herein or during the interview process. I give my consent to and understand that the satisfactory completion of a medical examination is a condition of employment with The Mentor Lumber & Supply Companies. I also agree to submit to a blood or urine test for the purpose of detecting the presence of alcohol or drugs, and understand that these results will be used to determine my eligibility for initial employment.*

*I hereby authorized Mentor Lumber to make any investigation of my personal history, academic/professional credentials, military service records, criminal, and driving records through any investigative bureaus of the company's choice*

*I understand that employment with The Mentor Lumber & Supply Companies is an employment at will; where, if employed by The Mentor Lumber & Supply Companies, I may sever my employment with the company for any or no reason, and the company may terminate my services on the same basis.*

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE