

APPLICATION FOR EMPLOYMENT

Lumber Specialties, Ltd.
 1700 Beltline Rd., East
 Dyersville, Iowa 52040
 PH: (563) 875-2561

TO THE APPLICANT: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran or marital status. At Lumber Specialties, Ltd., no applicant for employment will be knowingly subjected to any form of discrimination. If you require special assistance or reasonable accommodation to complete this application or participate in an interview, please advise Human Resources or the receptionist.

A PREREQUISITE FOR NEW EMPLOYEES TO START WORK AT LUMBER SPECIALTIES, LTD. IS TO COMPLY WITH LUMBER SPECIALTIES DRUG AND ALCOHOL POLICY.

INSTRUCTIONS: Please print and complete all sections of this form. Return completed form to the Human Resource department. Be sure to sign and date the application. Properly completed, signed applications will be retained for at least six months.

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____ Phone Number: _____ ()

Drivers License Number: _____

Address: _____

City/State/Zip: _____

Position Applied For: _____

Are you seeking Full-time Part-Time work?

Are you willing to work overtime and Saturdays? Yes No

Are you available to work First shift Second Shift Third Shift Any shift

How soon can you start if employment is offered? _____

Are you legally eligible for employment in the United States? Yes No (Proof required if yes).

Are you at least 18 years old? Yes No (Proof may be required, if hired).

Skill and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for employment at Lumber Specialties, Ltd. _____

Educational Background

School	Name and Location	Course of Study	Graduate	Degree or Diploma
High School			__Yes __ No	
College			__Yes __ No	
Voc-Tech			__Yes __ No	

Previous Employment (Begin with the most recent).

Dates (To/From)	Firm	Type of Work	Reason for Leaving	Rate of Pay

Personal References (Other than family members or previous employers).

1. Name _____ Phone: () _____
Address _____
2. Name _____ Phone: () _____
Address _____
3. Name _____ Phone: () _____
Address _____

Please be sure to sign and date this application. Thank you for your interest in our company.

I understand that the Immigration Reform and Control Act of November 6, 1986, requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation, or agreement contrary to the foregoing is binding on the company, unless made in writing and signed by me and an authorized representative of the company.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I hereby authorize Lumber Specialties, Ltd. to acquire a copy of my personal and work records, including but not limited to MVR; and to investigate the correctness of all disclosures made by me on this application and I, furthermore, release all parties from liability that may result from furnishing information needed in conducting a thorough investigation into the truthfulness of said application disclosures.

Date: _____ Signature: _____