



BAY CITY • STANDISH

APPLICATION FOR EMPLOYMENT

SEQUIN LUMBER COMPANY

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105 Cedar Street., Standish, MI 48658 • 989.846.9551

SECTION 1: PERSONAL INFORMATION

TODAY'S DATE: _____

LAST NAME: _____ FIRST NAME: _____ M.I. _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CELL PHONE: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

ARE YOU AT LEAST 18 YEARS OF AGE: YES NO

ARE YOU APPLYING FOR: FULL TIME PART TIME

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES NO

FOR WHAT POSITION ARE YOU APPLYING??

ARE YOU CURRENTLY EMPLOYED? YES NO

HOW DID YOU HEAR ABOUT THIS OPENING?

IF YES, MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

ON WHAT DATE ARE YOU AVAILABLE TO BEGIN WORK?

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO
IF CDL PLEASE COMPLETE SECTION 5

WHAT IS YOUR DESIRED WAGE/SALARY?

SECTION 2: QUALIFICATIONS

PLEASE INDICATE AREAS IN WHICH YOU HAVE EXPERIENCE:

____ LUMBERYARD

____ WAREHOUSE/MILL

____ SECRETARIAL/CLERICAL

____ FORKLIFT

____ TRUCK DRIVING

____ ACCOUNTING

____ BUILDING MATERIALS/OUTSIDE SALES

____ CREDIT/COLLECTIONS

____ BUILDING MATERIALS/INSIDE SALES

____ PURCHASING

____ BUILDING MATERIALS/MANAGEMENT

DO YOU HAVE OTHER SKILLS OR EXPERIENCE THAT MAY BE HELPFUL IN CONSIDERING YOUR APPLICATION?

SECTION 3: EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	# OF YEARS COMPLETED	MAJOR/DEGREE	DID YOU GRADUATE?
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> GED				
TRADE SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
OTHER				

SECTION 4: EMPLOYMENT HISTORY

PLEASE COMPLETE THIS SECTION BEGINNING WITH CURRENT OR MOST RECENT EMPLOYMENT. FOR CDL DRIVER, THE DEPARTMENT OF TRANSPORTATION REQUIRES EMPLOYMENT INFORMATION FOR THE PAST TEN YEARS INCLUDING ANY MILITARY EXPERIENCE.

ARE YOU A VETERAN? YES IF YES, WHAT BRANCH: _____
 NO _____

DATES EMPLOYED: _____ **POSITION:** _____
COMPANY: _____ **SALARY/WAGES:** _____
ADDRESS: _____
PHONE: _____ **SUPERVISOR:** _____
REASON FOR LEAVING: _____

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ADDRESS: _____
PHONE: _____ **SUPERVISOR:** _____
REASON FOR LEAVING: _____

SECTION 7: NOTICES

SEQUIN LUMBER COMPANY STRIVES TO MAINTAIN A DRUG-FREE WORKPLACE FOR THE SAFETY OF OUR EMPLOYEES AND CUSTOMERS. A DRUG SCREEN IS REQUIRED PRIOR TO EMPLOYMENT.

SEQUIN LUMBER COMPANY WILL REQUIRE A MVR REPORT PRIOR TO EMPLOYMENT AS A CDL DRIVER OR FOR ANY OTHER POSITION WHICH MAY REQUIRE DRIVING A COMPANY VEHICLE. ALL FURTHER INFORMATION REQUIRED BY THE US DEPARTMENT OF TRANSPORTATION WILL BE COMPLETED UPON OFFER OF EMPLOYMENT.

SEQUIN LUMBER COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION OR ANY OTHER LEGALLY PROTECTED STATUS. WE ARE COMMITTED TO BUILDING A TEAM THAT REPRESENTS A VARIETY OF BACKGROUNDS, PERSPECTIVES, AND SKILLS.

SECTION 8: APPLICANT'S STATEMENT AND SIGNATURE

I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF I AM ACCEPTED FOR EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION IN MY APPLICATION OR INTERVIEW MAY RESULT IN MY EMPLOYMENT BEING TERMINATED.

I HEREBY AUTHORIZE SEQUIN LUMBER COMPANY AND/OR IT'S AGENTS TO CONTACT ANY PREVIOUS EMPLOYER OR SCHOOL TO VERIFY THE INFORMATION I HAVE GIVEN ON MY EMPLOYMENT APPLICATION AND/OR DURING ANY EMPLOYMENT INTERVIEW REGARDING MY EDUCATION, QUALIFICATIONS, WORK EXPERIENCE AND REASONS FOR TERMINATION OF PAST EMPLOYMENT.

I ALSO AUTHORIZE ANY PREVIOUS EMPLOYER OR SCHOOL TO PROVIDE SEQUIN LUMBER COMPANY AND/OR IT'S AGENTS WITH SUCH INFORMATION IN CONNECTION WITH THIS APPLICATION FOR EMPLOYMENT. FURTHER, I HEREBY RELEASE FROM LIABILITY AND HOLD HARMLESS ALL PERSONS AND CORPORATIONS SUPPLYING THIS INFORMATION TO SEQUIN LUMBER COMPANY AND/OR IT'S AGENTS.

I UNDERSTAND THAT SEQUIN LUMBER COMPANY IS AN "AT WILL" EMPLOYER AND THAT EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, BY EITHER THE COMPANY OR THE EMPLOYEE.

APPLICANT'S SIGNATURE

DATE

NAME (PRINTED)