

# APPLICATION FOR EMPLOYMENT

**TART LUMBER CO., INC.**

22183 SHAW ROAD  
STERLING, VA. 20166  
(703) 450-5880



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

(Please Print)

Position(s) Applied For					Date of Application	
Last Name		First Name		Middle Name		
Address	Number	Street	City	State	Zip Code	
Telephone Number				Social Security Number		

- If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No
- Are you a citizen of the United States?  Yes  No
- If not, can you provide proof of lawful work status?  Yes  No
- Type of employment  Full Time  Part Time  Temporary
- Date you can start \_\_\_\_\_
- Are you employed now?  Yes  No
- If so, may we contact your present employer?  Yes  No
- Do you have a valid driver's license?  Yes  No  
*(Only necessary if the work you are applying for requires this)*
- Have you ever filed an application with us before?  Yes  No
- If yes, when? \_\_\_\_\_
- Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No
- If so, give date, court and place where offense occurred \_\_\_\_\_

**Prior Work Record** (Start with most recent or present employer)

1. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Your Job Title    Supervisor			
Reason for Leaving			

2. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Your Job Title    Supervisor			
Reason for Leaving			

3. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Your Job Title    Supervisor			
Reason for Leaving			

**Special Skills and Qualifications** (Summarize special job-related skills and qualifications acquired from employment or other experience.)

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Have you ever been bonded?  Yes  No

Have you ever been refused bond?  Yes  No

If so, state reason and date \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No

If so, explain \_\_\_\_\_

Does your present employer know of your plans to change employment?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

Would you have steady transportation to work?  Yes  No

## Education

Type of School	Name and Address of School	Check Last Year Completed	Graduate? Give Degree
Elementary		5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/Trade		1 2 3 4	

Please give any information on special training you have received \_\_\_\_\_

List any equipment (trucks, forklifts, etc.) or woodworking related machinery that you have operated \_\_\_\_\_

Have you served in the U.S. Armed Forces?  Yes  No

If yes, when? \_\_\_\_\_

Did you receive any special training in the Armed Forces which will help you perform the job for which you are applying?  Yes  No

If yes, please describe \_\_\_\_\_

## References (Do not list relatives or former employers)

Name	Address	Phone #	Occupation
1. _____			
2. _____			
3. _____			

# Job Applicant's Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, I may be subject to dismissal without notice, if and when discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor.

I understand that this organization is an *at-will* employer. My employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree to submit to a physical examination whenever requested after I have been employed, and I understand that such an examination may include tests for use of illegal drugs. If employed, I agree to abide by all present and subsequently issued personnel policies and rules. I further agree to use and properly maintain any company property issued to me for use in the performance of my job. If for any reason my employment should terminate I will return in good condition (excluding normal wear) any and all company property entrusted to me. If said property cannot be returned in good condition I agree to pay for its replacement."

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Signature of Applicant

Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**WE ARE A DRUG FREE WORKPLACE\***

Screening tests for illegal drug use are required before hiring and during your employment here.

This application for employment has been designed for the express use of members of the Virginia Building Material Association. The Association assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



# **NOTICE BEFORE ORDERING CONSUMER REPORTS**

(Including Motor Vehicle Reports and Credit Reports)

The Fair Credit Reporting Act (FCRA) provides individuals with certain rights regarding consumer reports and places certain obligations on employers using consumer reports for employment-related purposes.

Consistent with the FCRA's requirements, this notice is provided to you in order to inform you that Tart Lumber Company, Inc. may, for employment-related purposes (e.g., evaluating you for initial employment, promotions, transfers, assigned duties, retention as an employee, etc.), obtain from a consumer reporting agency one or more consumer reports containing financial information, criminal record information, driving record information and / or other relevant information about you.

Tart Lumber Company, Inc. will not obtain a consumer report without your signature below authorizing us to obtain one or more consumer reports.

## **AUTHORIZATION TO OBTAIN CONSUMER REPORTS**

I hereby acknowledge that I have read and understand the contents of the above notice and, by signing below, specifically authorize Tart Lumber Company, Inc. to obtain one or more consumer reports on me for employment-related purposes as indicated above.

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**First Name (please print)**

**Middle Initial**

**Last Name**

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**Signature**

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**Date**