

Employment Application



Builders' Hardware and Specialty Company
 2002 West 16th Street
 Erie, PA 16505
 Phone: 814-455-4799
 Fax: 814-454-0275
 www.builders-hardware.net

Date:

First Name

Middle Name

Last Name

Address:

City and State

Zip/Postal Code:

Home Phone:

Cell Phone:

Positions Applied for:

Salary Desired:

Hours Available to Work:

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thurs	<input type="text"/>
Fri	<input type="text"/>
Sat	<input type="text"/>
Sun	<input type="text"/>

Are you legally eligible for employment in the United States?
 No Yes

Have you ever applied for employment with Builders' Hardware
 No Yes

Full-Time part-time Full or part-time

Month/Year:

Location:

When available to begin work?

Will you work overtime if asked? No Yes

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College / University			
Professional Trade			
Other			

Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills:

Typing:

Computer: PC Mac Both

Applications (list all that apply):

Other Skills:

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Conviction Record

Have you ever pled "guilty" or "no contest" to, or been convicted of, a misdemeanor or felony criminal offense?

If yes, please explain in full

EMPLOYMENT PHYSICAL EXAM:

For all positions, a pre-employment physical examination is required. A company-appointed physician at the company's expense will conduct the employment physical examination, which includes a drug and alcohol screening.

When an employment physical examination is requested, employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

EMPLOYMENT-AT-WILL:

We hope that each employee's period of employment at Builders' Hardware and Specialty Company can be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the company for other reasons. Others may not fulfill the operational needs of the company or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations.

We sincerely hope that none of these situations occur, but realistically we have to acknowledge that the possibility does exist. Therefore, the right of the employee of the company to terminate the employment relationship "at will" is recognized and affirmed as a condition of employment. "At will" means that an employee's employment can be terminated at any time with or without notice. Similarly, the employee retains the same right. This does not represent a departure from a long-standing company policy and is only referred to here so there are no misunderstandings.

EQUAL OPPORTUNITY EMPLOYER:

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

SIGNATURE:

The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

Date: _____

Signature: _____