

# Moore Lumber & Hardware Co., Inc.

22 West Main Street, Ayer MA 01432

978-772-0900 Fax 978-772-0396

[www.moorelumber.com](http://www.moorelumber.com)

MOORE LUMBER & HARDWARE, AND ITS AFFILIATES AFFORDS EQUAL EMPLOYMENT OPPORTUNITY REGARDLESS OF SEX, AGE, RACE, COLOR, CREED, ANCESTRY, SEXUAL PREFERENCE, RELIGION, DISABILITY OR NATIONAL ORIGIN.

## APPLICATION FOR EMPLOYMENT

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Have you ever applied for employment or been employed with us?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Month and Year \_\_\_\_\_ Location: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Are you available for full-time or part-time work? \_\_\_\_\_

Will you work overtime if asked? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a U.S. citizen or authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

How did you learn of our organization? If Newspaper, state which publication.

**Completion of this section is voluntary, unless education is requirement of the position you are applying for.**

Name & Location of School	Course of Study	No. of Years Completed	Degree or Diploma
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High School

College

Other

## SKILLS/PRODUCT KNOWLEDGE

Please indicate (circle) any of the following skills you may have: Cash Register \_\_\_\_\_ Typing (WPM): \_\_\_\_\_ Calculator \_\_\_\_\_

Computer: Hardware \_\_\_\_\_ Software \_\_\_\_\_

Power Tools (please list): \_\_\_\_\_ Have you been trained to drive a forklift: Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate (circle) any of the following products you may have knowledge of or experience with: Lumber \_\_\_\_\_ Hardware \_\_\_\_\_

Plumbing Products \_\_\_\_\_ Paint \_\_\_\_\_ Power Tools \_\_\_\_\_ Electrical Products \_\_\_\_\_ Millwork \_\_\_\_\_ Truss Manufacturing \_\_\_\_\_

Describe your significant accomplishments, activities, or acquired skills, which you believe may be an indication of your job-related abilities.

**If you are applying for a position as a driver, please complete the following section:**

Driver's License: \_\_\_\_\_

State	License No.	Type	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been denied a license, permit or privilege to operate a motor vehicle?      Yes      No

If Yes, please explain: \_\_\_\_\_

Has your driver's license, permit or driving privileges ever been suspended or revoked?      Yes      No

If Yes, please explain: \_\_\_\_\_

Driving Experience (if None, write None):

Class of Equipment	Type of Equipment (van, tank, flat, etc.)	Dates		Approximate No. of Miles (Total)
		From	To	
<input type="checkbox"/> Straight Truck	_____	_____	_____	_____
<input type="checkbox"/> Tractor & Semi-Trailer	_____	_____	_____	_____
<input type="checkbox"/> Tractor – 2 Trailers	_____	_____	_____	_____
<input type="checkbox"/> Motorcoach – School Bus	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____

**EMPLOYMENT**

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. As part of your work history, you may include verified work performed on a volunteer basis.

1.	Company Name	Telephone (   )
	Address	Employed (State Month & Year) From                      To
	Name of Supervisor	Weekly Pay: Start                      End
	State Job Titles and Describe your work	Can we contact this employer? Yes      No      _____
	Reason for Leaving	(Initial)
2.	Company Name	Telephone (   )
	Address	Employed (State Month & Year) From                      To
	Name of Supervisor	Weekly Pay: Start                      End

State Job Titles and Describe your work

Reason for Leaving

3. Company Name

Telephone  
( )

Address

Employed (State Month & Year)  
From To

Name of Supervisor

Weekly Pay:  
Start End

State Job Titles and Describe your work

Reason for Leaving

### REFERENCES

Name	Firm Name and Address	Telephone Number
1.		
2.		
3.		

### READ CAREFULLY BEFORE SIGNING

#### DRUG POLICY

As an applicant for full-time, part-time or temporary work, I understand I must successfully pass a post-offer drug-screening test prior to starting employment for Moore Lumber and Hardware.

#### LIE DETECTOR NOTICE

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

#### GENERAL INFORMATION

I certify that the above information is true and complete to the best of my knowledge, and I authorize you to investigate my character and ability to perform the job for which I am applying. I understand that this investigation may include reports from previous employers, schools and references. I understand, further, that no attempt will be made to contact my present employer unless specifically authorized by me to do so.

I further understand that as an applicant for full-time, part-time or temporary work, I will be required to take a post-offer physical examination prior to starting employment for Moore Lumber and Hardware. I also understand that as an applicant for a position as a driver, Moore Lumber and Hardware will conduct a post-offer investigation of my driving record.

I recognize further that employment is subject to satisfactory reports from references solicited, meeting the requirements of the position offered and approval of the management of the company affiliate or subsidiary involved, and that misrepresentation or omission of acts requested may result in my dismissal. I understand and agree that employment, if offered, is "at-will" which means that it is for no definite period and may be terminated at any time without notice.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RELEASE**

I have authorized Moore Lumber and Hardware to investigate my character and ability to perform the job for which I am applying. In order to conduct this investigation, I understand that Moore Lumber and Hardware will make inquiries of my previous employers, schools and references. As such, I hereby authorize the provision of character, education and job performance information by my previous employers, schools and references to Moore Lumber and Hardware and release all parties from any liability related to the release of said information. The requested information may include, but it is not limited to:

- Dates of employment
- Position held
- Wages/Salary
- Reason for separation from company
- Disciplinary actions
- Course of study
- Verification of completion of degree
- Character reference information

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Signature

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Print Name

All requested information should be released to Moore Lumber and Hardware upon receipt of a photocopy of this release, as if it were the original.