

Helsel Lumber Mill, Inc.  
**APPLICATION FOR EMPLOYMENT**  
 (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PERMENENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PHONE NO \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES \_\_\_ NO \_\_\_

ARE YOU A US CITIZEN OR DO YOU HAVE THE LEGAL RIGHT AND NECESSARY DOCUMENTS TO WORK IN THE U.S.?

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (OTHER THAN TRAFFIC VIOLATIONS)

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, EXPLAIN DETAILS:

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**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY \_\_\_\_\_

DESIRED \_\_\_\_\_

IF SO MAY WE INQUIRE ARE YOU EMPLOYED NOW? \_\_\_\_\_ OF YOUR PRESENT EMPLOYER?

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EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN?

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REFERRED BY \_\_\_\_\_

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EDUCATION	NAME AND LOCATION OF SCHOOL	NO OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR				

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**GENERAL**SUBJECTS OF SPECIAL STUDY OR RESEARCH  
WORK\_\_\_\_\_SPECIAL  
SKILLS\_\_\_\_\_ACTIVITIES: (CIVIC, ATHLETIC,  
ETC)\_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY  
SERVICE\_\_\_\_\_

TECHNICAL SPECIALIZATION

RANK

PRESENT MEMBERSHIP IN  
NATIONAL GUARD OR  
RESERVES

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**FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)**

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	HOURLY RATE OR SALARY	POSITION	REASON FOR LEAVING
FROM_____ TO_____				
FROM_____ TO_____				
FROM_____ TO_____				
FROM_____ TO_____				

WHICH OF THESE JOBS DID YOU LIKE BEST? \_\_\_\_\_

WHAT DID YOU LIKE BEST ABOUT THIS JOB? \_\_\_\_\_

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**REFERENCES:** GIVE THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

IN CASE OF  
EMERGENCY  
NOTIFY\_\_\_\_\_

NAME

ADDRESS

PHONE

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT OR HIS DESIGNEE, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT OR HIS DESIGNEE, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

I understand this is a drug free workplace & I will be required to take a drug or alcohol test as a condition of employment.

I also understand that I must participate in the company's safety training as a condition of employment.

DATE\_\_\_\_\_

SIGNATURE\_\_\_\_\_

This form has been revised to comply with the provisions of the Americans with Disabilities Act  
And the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

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DO NOT WRITE BELOW THIS LINE

INTERVIEWED

BY\_\_\_\_\_DATE\_\_\_\_\_

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

NEATNESS:

\_\_\_\_\_ABILITY\_\_\_\_\_

HIRED:

\_\_\_\_YES\_\_\_\_NO\_\_\_\_POSITION\_\_\_\_\_DEPT.\_\_\_\_\_

SALARY/WAGE\_\_\_\_\_DATE REPORTING TO

WORK\_\_\_\_\_

APPROVED: 1. \_\_\_\_\_ 2.

\_\_\_\_\_  
BUSINESS MANAGER

\_\_\_\_\_  
SUPERVISOR

This form has been designed to strictly comply with State and Federal fair employment laws prohibiting employment discrimination.