

**Goodmans Building Supply  
EMPLOYMENT APPLICATION**

Application Date: \_\_\_\_\_

Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, citizenship, sexual orientation, marital status or disability.

Please print clearly.

Position Desired: \_\_\_\_\_

Rate of Pay Desired: \_\_\_\_\_

Date Available \_\_\_\_\_

Are you currently employed?  Yes  No

Full-Time

Part-Time. If so, specify days and hours available: \_\_\_\_\_

**Applicant Information**

Last Name	First	Middle	Other name(s) under which you have worked
Street Address	City	State/Zip	Telephone
Do you have a legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proof of right to work is required of all employees on the date of hire.			
Are you able to perform the essential functions for the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, describe the functions that cannot be performed. _____			
<i>(Note: We comply with the ADA and consider reasonable accommodation measures which may be necessary for eligible applicants employees to perform essential functions. Hire may be subject to passing a medical examination and/or skills and agility tests, if applicable to the job.)</i>			
Have you ever been employed by Goodmans? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates _____			
List any relatives employed by Goodmans: _____			
How were you referred to us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Goodmans' employee _____			
<input type="checkbox"/> Agency _____ <input type="checkbox"/> Other: Specify: _____			

**Education/Skills**

<b>Name and location of schools attended:</b>			
High School	City/State	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Highest Grade Completed: _____
College/University	City/State	Major	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No Highest Grade Completed _____
Other Applicable Courses/Training: _____			
What special job related skills do you have: _____			

<b>Business References:</b>			
Name/Title/Business Relationship		Telephone	(____)
Name/Title/Business Relationship		Telephone	(____)
<b>Personal References:</b>			
Name	Length of Time Known	Telephone	(____)
Name	Length of Time Known	Telephone	(____)

## Employment History

Please list most recent experience first, include applicable U.S. military service or Civil Service and significant volunteer work. You may expand on work performed or describe experience by attaching resume or additional sheets. **Please include references.**

### Current or Most Recent Employment:

\_\_\_\_\_  
Name of Employer                      Address                      Telephone                      May be contacted for employment verification:  Yes  No

\_\_\_\_\_  
Supervisor's Name and Title                      Position

Duties Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving or seeking another position: \_\_\_\_\_  
\_\_\_\_\_

### Previous Employment:

\_\_\_\_\_  
Name of Employer                      Address                      Telephone                      May be contacted for employment verification:  Yes  No

\_\_\_\_\_  
Supervisor's Name and Title                      Position

Duties Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving or seeking another position: \_\_\_\_\_  
\_\_\_\_\_

### Previous Employment:

\_\_\_\_\_  
Name of Employer                      Address                      Telephone                      May be contacted for employment verification:  Yes  No

\_\_\_\_\_  
Supervisor's Name and Title                      Position

Duties Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving or seeking another position: \_\_\_\_\_  
\_\_\_\_\_

### **Authorization: Please Read Carefully and Sign Below**

I certify that the facts on this Employment Application (resume, and any supplements attached) are true and complete. I further understand that, if employed, any false statements or misrepresentations made by me on this application will be sufficient grounds for immediate discharge. I authorize Goodmans to obtain information concerning me from my former employers, references and others, and release all concerned from any liability in connection with the information provided.

I further understand that submitting this application for employment does not mean there are any positions available and does not in any way obligate Goodmans. I understand that this application is not intended to be a contract of employment, express or implied, nor an agreement, either express or implied to employ me in the future. If offered employment by Goodmans, I acknowledge and agree that such employment is for an indefinite period, that employment may be terminated by either Goodmans or me at any time for any reason, and that, upon and after the termination of such employment, Goodmans shall have no liability to me for wages or salary or other benefits other than those earned before and on the date on which my employment may be terminated. I understand that this to be the entire agreement between me and Goodmans, and that this agreement can only be changed in writing by the President.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date