



**Riley Creek**  
LUMBER CO.

**APPLICATION FOR  
EMPLOYMENT**

(Please Print)

Date of Application \_\_\_\_\_ 20 \_\_\_\_\_

**A. NAME**

\_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SOC. SEC. NO.

**B. RESIDENCE**

Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

2. If residence is difficult to find, describe how to locate (i.e., cross streets, hwy., intersections, etc.) \_\_\_\_\_

3. Telephone (\_\_\_\_\_) \_\_\_\_\_

**C. PERSONAL DATA:**

1. In case of emergency, please notify: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**2. Citizenship:**

Will you be able to provide proof of U.S. citizenship or an alien registration number and a Visa permitting work in this country, if hired?

Yes ( ) No ( )

**3. U.S. Military Service:**

Date entered: \_\_\_\_\_ Date separated: \_\_\_\_\_ Rank at Separation: \_\_\_\_\_  
Branch of Service: \_\_\_\_\_ Military Occupation: \_\_\_\_\_

4. Have you ever been convicted of any crime or entered a plea of guilty to any crime for which you were fined \$100 or more and/or confined to jail for more than one day within the past seven (7) years? (NOTE: A conviction record will not necessarily ban an applicant from employment.)

Yes ( ) No ( ) If yes, please describe: \_\_\_\_\_

**D. EDUCATION AND TRAINING BACKGROUND (You will be required to bring proof of Diploma or GED to interview)**

1. Circle the highest grade completed: Grade: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4 5

2. Name of High School: \_\_\_\_\_ did you graduate? Yes ( ) No ( )

3. Name of G.E.D. School: \_\_\_\_\_ did you graduate? Yes ( ) No ( )

4. Name of College: \_\_\_\_\_ did you graduate? Yes ( ) No ( )

5. Armed Forces of other training: \_\_\_\_\_  
Years Months Subject

**E. EMPLOYMENT HISTORY (must include correct phone numbers)**

1. Have you worked for this company previously? Yes ( ) No ( ) If yes, give dates \_\_\_\_\_  
Job or jobs worked: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**2. Other employment**

a. Present or past employer \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

Dates employed From \_\_\_\_\_ to \_\_\_\_\_ City State Zip

Wage of Salary \_\_\_\_\_  
Nature of work (describe) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

(Over)

b. Next previous employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City State Zip  
 Dates employed From \_\_\_\_\_ to \_\_\_\_\_ Wage of Salary \_\_\_\_\_  
 Nature of work (describe) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

c. Next previous employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City State Zip  
 Dates employed From \_\_\_\_\_ to \_\_\_\_\_ Wage of Salary \_\_\_\_\_  
 Nature of work (describe) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**F. REFERENCES: (must include phone numbers)**

1. List three personal references (exclude relatives or former employees)

Name	Address	Business or Occupation	Telephone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**G. PAST EXPERIENCE:**

1. I have performed the following jobs for which I am presently qualified: (List in order of skill).

Job	How Long Performed	For Whom
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**H. EMPLOYMENT DESIRED:** (A specific position must be entered, do not put any or whatever is available, or the application will be rejected. You must fill in correct name of job you are applying for.

- Position : \_\_\_\_\_  
 Permanent: Yes ( ) No ( ) Temporary: Yes ( ) No ( ) If seeking temporary employment only, when  
 Would you expect to terminate? \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary or wage desired: \_\_\_\_\_
- Are you willing to accept odd (nights, graveyard or weekend) or rotating shift hours? Yes ( ) No ( )
- Are you employed now? Yes ( ) No ( ) If yes, may we make inquiries of your present employer? Yes ( ) No ( )
- Have you ever applied to this company before? Yes ( ) No ( ) If yes, when and where? \_\_\_\_\_

**PLEASE REVIEW THIS FORM AND MAKE SURE THAT YOU ANSWERED EACH ITEM COMPLETELY**

I authorize investigation of all statements contained in this application. If I am offered employment, I am also willing to take a physical examination, if requested, and hereby authorize the medical care providers involved to provide Riley Creek Lumber Company with the results of said examination, including copies of my medical records related to said examination. If employed, I understand that misrepresentations or omissions of material facts called for constitute cause for dismissal. I agree to participate in a pre-employment drug screen prior to employment.

In consideration of my employment, I agree to conform to the rules of this company, and hereby acknowledge that my employment with the company can be terminated at any time, with or without cause, at the opinion of either the company or myself. I understand and agree that, if hired, my employment will be for no definite period of time and it can be terminated with or without cause and with or without notice at any time at the option of either Riley Creek Lumber Company or myself. No other right to employment or changes in the term of my employment will arise unless specifically agreed to in writing signed by Riley Creek Lumber Company and myself.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Application Received By: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**