



Downes & Reader Hardwood Co., Inc.

Headquarters

P.O. Box 456 - Evans Drive

Stoughton, Mass. 02072

Wholesale Distributors of Hardwood,
Softwood Lumber, Mahogany and Plywood

Tel. (781)-341-4092 · (800)-788-5568 · Fax (781)-341-9065

APPLICATION FOR EMPLOYMENT

Position Applied for: _____

How did you hear about this job:

www.downesandreader.com Friend/Employee Walk In
 www.craigslist.com Newspaper

Personal Information:

Name: _____
 Last First Middle Int. Social Security #

Address: _____
 # Street City State Zip

Telephone (____) _____ Cell Phone (____) _____

Email : _____

If employed and you are under 18 years of age, can you furnish a work permit? Y or N

Are you legally authorized to work in the U.S.? (Proof of eligibility will be required upon employment) Y or N

Have you ever been employed by Downes & Reader Hardwood? Y or N If Yes, When: _____

Have you ever applied at Downes & Reader Hardwood? Y or N If Yes, When: _____

Are you employed now? Y or N Are you on lay-off or subject to recall? Y or N

Can you travel if a job requires it? Y or N

Availability:

On what date would you be available for work? _____

Are you able to work Full Time? _____ Are you able to stay if OT is required? _____

Mon _____ Tues _____ Wed _____ Thurs _____ Friday _____ Sat _____

Education:

	Name & Location	Yrs Completed	Degree
High School:			
College:			
Additional Training:			

Work Experience:

Please list your last three employers, starting with your most recent. Please complete this section even if you attach a resume.

Dates Employed	Company & Address	Position & Duties	F/T or P/T	Supervisor & Phone Number	Pay	Reason for Leaving

Have you ever been dismissed or forced to resign from employment? Y or N

If yes, please explain: _____

References:

Please provide contact information for present or previous supervisors, business contacts or co-workers (not related to you).

Name: _____ Phone Number: _____

Title: _____ How acquainted and how long?: _____

Name: _____ Phone Number: _____

Title: _____ How acquainted and how long?: _____

Name: _____ Phone Number: _____

Title: _____ How acquainted and how long?: _____

Certification:

Please read carefully, initial each paragraph and sign below:

_____ I hereby certify that I have not knowingly withheld or misrepresented any information pertaining to my application for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Downes and Reader Hardwood Co., Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed, or any additional references identified by me or Downes & Reader Hardwood Co., Inc., to provide any relevant information regarding my current and/or previous employment. In addition, I hereby release all person, schools and employers of any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand and agree that, if employed, my employment at Downes & Reader Hardwood Co., Inc. is at will and can be terminated with or without cause and with or without notice at the option of either me or Downes and Reader Hardwood Co., Inc. No manager or representative of Downes & Reader Hardwood Co., Inc, other then Downes & Reader's President and Chief Executive Officer, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this at-will relationship. Any such agreement must be in writing and signed by the President and me. This express at-will agreement constitutes the entire agreement between me and Downes and Reader Hardwood Co., Inc. with respect to the duration of my employment or the circumstances or conditions under which my employment may be terminated. This at-will agreement supersedes and precludes the existence of any contrary agreements, express or implied.

_____ I understand and agree that if hired, upon termination of my employment I will promptly return all property belonging to Downes & Reader Hardwood Co., Inc. including but not limited to keys, computer equipment and credit cards.

NOTICE TO APPLICANTS IN MASSACHUSETTS:

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.

Signature

Date



EEO Employer

Revised 11/5/2010

This application is current for 60 days.

AFFIRMATIVE ACTION QUESTIONNAIRE

This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

The purpose of this section is to assist in monitoring Affirmative Action Programs and to aid in complying with any required Government record keeping or periodic reporting. This information is not part of your employment application, and will not be considered in the employment/selection process. If you choose to provide the information, please complete the following:

RACE/ETHNICITY (check one)

- White – origins in Europe, North Africa, or Middle East
- Asian – origins in Far East, S.E. Asia or India
- Black – origins in Africa
- Hispanic – Mexican, Puerto Rican, Cuban, Central or South America
- American Indian – origins in North America, to exclude Alaska
- Native Hawaiian or other Pacific Islander
- Other

PHYSICAL CONDITION

- (1) No Disability
- (2) Physically Disabled (No Facility Modification)
- (3) Physically Disabled (Facility Modification)
- (4) Health Disabled (Heart Attack, Diabetic, Seizures, etc.)
- (5) Mentally Disabled (Learning Disability)

SEX

- Male
- Female

VETERANS/U.S. MILITARY STATUS

- (0) Non-Veteran
- (1) Pre-Vietnam Veteran
- (2) Pre-Vietnam Veteran with service incurred disability
- (3) Vietnam Era Veteran (8/5/64 – 5/7/75)
- (4) Vietnam Era Veteran with service incurred disability
- (5) Post Vietnam Veteran
- (6) Post Vietnam Veteran with service incurred disability

ACTIVE NATIONAL GUARD RESERVIST (check one)

- Yes
- No

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES, SEPARATELY FROM PERSONNEL RECORDS!