

Blue Ridge Builders Supply, Inc.

5221 Rockfish Gap Tpk.
Charlottesville, VA 22903
(434) 823-1387

EMPLOYMENT APPLICATION

Applicant: Please complete the answers to the following questions and provide requested information in ink. Please print. You may include additional information which you think may be helpful in considering your qualifications. All applicants for employment are considered without regard to race, color, religion, sex, national origin or ancestry.

Personal Data

Name _____ Social Security # _____

Street Address _____

City, State, Zip _____

Home Telephone () _____ Business Telephone() _____

If hired, can you provide proof that you are either a United States citizen or otherwise legally permitted to work in the United States? Yes _____ No _____

Job Interest

Who referred you to this company? _____

Applying for: Full time _____ Part time _____ Temporary _____

Preferred position(s) _____

Date available for employment _____

Salary expected \$ _____ Per _____

Skills

List the skills that qualify you for the position(s) you are interested in: _____

If applying for a driving position, do you have a current valid driver's license? Yes _____ No _____

List equipment/machinery you are qualified to operate (lift truck, radial law, cash register, computer, etc) _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges/Trade Schools: _____ Attended _____ Major _____ Type of _____ Date Received _____

From _____ To _____ Degree _____

Mo/Yr _____ Mo/Yr _____

Name _____

City/State _____

Name _____

City/State _____

Name _____

City/State _____

List at **Employment References**

least three former supervisors who are familiar with you job related abilities.

Name	Address	Telephone	Job Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History

Start with your most recent employment (including current job if employed) and list all jobs you have held in the last 10 years or since leaving school. Additional information may be placed on a separate sheet, or a resume may be attached. Account periods of unemployment of more than one month at the end of this section.

Employer _____ From _____ To _____
Address _____
Telephone Number _____
Name and Title of Supervisor: _____
Job Title and Duties: _____

Reason for Leaving

Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____
Amount and Date of Last Increase _____
May we contact your present employer? Yes _____ No _____

Employer _____ From _____ To _____
Address _____
Telephone Number _____
Name and Title of Supervisor: _____
Job Title and Duties: _____

Reason for Leaving

Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____

Employer _____ From _____ To _____
Address _____
Telephone Number _____
Name and Title of Supervisor: _____
Job Title and Duties: _____

Reason for Leaving

Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____

Employer _____ From _____ To _____
Address _____
Telephone Number _____
Name and Title of Supervisor: _____

Job Title and Duties: _____

Reason for Leaving _____

Base Rate of Pay Ending \$ _____ Per _____ Start \$ _____ Per _____

Please explain any periods of unemployment here: _____

Special Comments

Explain here or on another sheet your primary area of specialization and experience. For example, if you are applying for a sales position, detail your sales experience, and the kinds of products sold, and the customers served.

Certification

I understand that omission or misrepresentation of material facts in the application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary. I have no objection to making application for bonding, signing an employee agreement, or taking a medical examination.

Applicant's Signature

Date

