



ALLERDICE BUILDING SUPPLY, INC. APPLICATION FOR EMPLOYMENT

FIRST NAME		MIDDLE NAME		LAST NAME		
CURRENT ADDRESS: STREET, CITY, STATE, ZIP CODE					# OF YEARS	
PREVIOUS ADDRESS: STREET, CITY, STATE, ZIP CODE					# OF YEARS	
HOME PHONE		CELL PHONE		EMAIL ADDRESS		
DESCRIBE TYPE OF POSITION YOU ARE APPLYING FOR					FT	PT
EXPECTED COMPENSATION			DAYS OR HOURS <u>NOT</u> AVAILABLE FOR WORK			

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION ? Y N

IF YES, PLEASE EXPLAIN: _____

A conviction will not necessarily automatically disqualify you for employment. Rather, factors such as age and date of conviction, nature of the crime, and rehabilitation will be considered.

IF CONSIDERED FOR HIRE, WILL YOU CONSENT TO :

DRUG TESTING.....	Y	N
CRIMINAL BACKGROUND CHECK.....	Y	N
MOTOR VEHICLE CHECK.....	Y	N

PLEASE ANSWER QUESTIONS:

OVER 18 YRS OLD	Y	N	ANY LUMBER EXPERIENCE	Y	N
A PREVIOUS APPLICANT	Y	N	VALID NY STATE DRIVER'S LICENSE	Y	N
LEGALLY ABLE TO WORK IN THE U.S.	Y	N	HAVE RELIABLE TRANSPORTATION	Y	N
CAN YOU OPERATE A FORK LIFT	Y	N	CURRENTLY EMPLOYED	Y	N
ANY HARDWARE EXPERIENCE	Y	N	RESUME ATTACHED	Y	N

EDUCATION AND TRAINING	NAME OF INSTITUTION	DEGREE	GRADUATED	
HIGH SCHOOL			Y	N
COLLEGE			Y	N
OTHER			Y	N

EMPLOYMENT HISTORY:

PLEASE PROVIDE DETAILS OF YOUR LAST 3 EMPLOYERS (most recent 1st)

Company Name		Telephone number	
Street Address	City	State	
Position(s)		From (mo/yr)	To (mo/yr)
Supervisor Name		Starting Wage	Ending Wage
Duties / Responsibilities			
What did you like most about this job?		What did you like the least?	
Reason for leaving this job?			
Company Name		Telephone number	
Street Address	City	State	
Position(s)		From (mo/yr)	To (mo/yr)
Supervisor Name		Starting Wage	Ending Wage
Duties / Responsibilities			
What did you like most about this job?		What did you like the least?	
Reason for leaving this job?			
Company Name		Telephone number	
Street Address	City	State	
Position(s)		From (mo/yr)	To (mo/yr)
Supervisor Name		Starting Wage	Ending Wage
Duties / Responsibilities			
What did you like most about this job?		What did you like the least?	
Reason for leaving this job?			

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job

Y

N

If yes, explain:

ACADEMIC OR OTHER AWARDS:

DATE

DESCRIPTION

DATE

DESCRIPTION

DATE

DESCRIPTION

REFERENCES: (LIST 3 PEOPLE, NON-FAMILY MEMBERS)

NAME	RELATIONSHIP TO YOU	PHONE NUMBER

COMPUTER EXPERIENCE: (please circle which answer describes your level of experience)

Microsoft Word	Unfamiliar	Fair	Good	Excellent
Microsoft Excel	Unfamiliar	Fair	Good	Excellent
Emailing	Unfamiliar	Fair	Good	Excellent
Internet Use	Unfamiliar	Fair	Good	Excellent

List other software you are familiar with

Allerdice Building Supply, Inc. is an equal opportunity employer. Allerdice Building Supply, Inc. will consider all applicants without regard to race, color, religion, national origin, citizenship status, ancestry, genetic predisposition, age, sex, sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment, establishes any obligation for Allerdice Building Supply, Inc. to hire me. If I am hired, I understand that either Allerdice Building Supply, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Allerdice Building Supply, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that the information I have given to Allerdice Building Supply, Inc. is true and complete on this application. No requested information has been concealed. I authorize Allerdice Building Supply, Inc. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed any material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signed

Date

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. When customers leave Allerdice they should feel like they had a _____.
2. A customer asks you a question that you don't know how to answer - what should you do?
 - a) send customer away
 - b) get annoyed with customer
 - c) ask fellow employee for help
 - d) give them bad advice
3. You usually work in a particular department, however a customer needs help outside that department and you are able to help the customer - you should ?
 - a) ignore because its not your dept
 - b) avoid because its not in your job description
 - c) ask customer to wait while you ask someone else to help them
 - d) be a team player and help the customer
4. You are concerned that a fellow employee is not doing their share and not a team player - you should ?
 - a) start working the same way
 - b) treat them disrespectfully
 - c) report this to your manager
 - d) ignore it and mind your own business
5. You find an inventory item that has been broken - you should ?
 - a) leave it on the shelf for a customer
 - b) remove from shelf and throw it away
 - c) bring it home because you can use it
 - d) bring it to the manager or inventory control staff
6. Who do you think keeps Allerdice in business ?
 - a) owners
 - b) customers
 - c) vendors
 - d) employees
7. A customer buys \$17.99 (including tax) worth of product and gives you \$20.00, how much change do you give the customer back?
 - a) \$ 2.01
 - b) \$ 3.01
 - c) \$ 1.99
 - d) \$ 2.00
8. How many square feet are in a room that measures 8 feet by 10 feet ?
 - a) 2 square feet
 - b) 18 square feet
 - c) 80 square feet
 - d) 40 square feet
9. How many square feet are in a screen measuring 24 inches by 48 inches ?
 - a) 72 square feet
 - b) 24 square feet
 - c) 8 square feet
 - d) 40 square feet
10. You want to sell an inventory item at a 23% profit margin and the cost of the item is \$16.99. What should you sell the item for in order to make that 23% margin?
 - a) \$3.91
 - b) \$20.90
 - b) \$22.06
 - c) \$73.87