

AP ____
GD ____
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TIMMERMAN TRUSS, INC.

EMPLOYMENT APPLICATION

DoH _____
B-D _____
A-2 _____

Office use only

PLEASE PRINT LEGIBLY

Position applied for _____ production Date of Application: _____

Who referred you to us? _____

Name: _____ **Telephone:** _____
(Last) (First) (Middle)

Address: _____
(Street & Number) (City) (State) (Zip Code)

SS # _____ **Valid Driver's License y/n** _____ **License #** _____ **State:** _____

- Have you ever applied here before? ____Yes ____No If yes give date: ____/____/____
- Were you ever employed here before? ____Yes ____No If yes give date: ____/____/____
- Are you currently employed? ____Yes ____No If yes, may we contact your present employer? ____Yes ____No
- Are you currently on "lay-off" status and subject to recall? ____Yes ____No
If yes, do you expect to receive/accept a recall? ____Yes ____No
- Are you at least 18 years of age? ____Yes ____No
- Available to work? ____ Full Time ____ Part Time ____ Shift Work ____ Temporary/Seasonal
- What shift(s) are you available to work? ____Day ____Night ____Swing
- Will you work overtime if required? ____Yes ____No
- On what date would you be available for work? ____/____/____
- Are you prevented from lawful employment in this Country due to visa or immigration status? ____Yes ____No
- Have you been convicted of a felony within the last 7 years involving any violent act, use or possession of a weapon, or act of dishonesty, for which the record has not been sealed or expunged? ____Yes ____No *Conviction of a crime will not automatically result in a denial of employment. (If yes, volunteer any explanation on reverse side of this page)*

EDUCATION

Please circle the last grade completed:

| Elementary | High School | College/University | Graduate/Professional |
|------------|-------------|--------------------|-----------------------|
| 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |

School Name(s): _____

Type of Diploma/GED/Degree: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize any special skills and qualifications acquired from previous employment experience or education.

Are you currently enrolled in some form of formal training? ____Yes ____No (Describe specialized training current or accomplished) _____

EMPLOYMENT HISTORY – List your employers for the past ten (10) years, starting with the most recent. Be sure to provide the month and year worked at each job. Explain any gaps in employment in the “Comments” section below.

| | | | | |
|---------------------------------------|-----------|--------------------------------|-----|--------------------------------|
| Employer (Current or Last) | Telephone | Dates Employed From To | | Summarize job responsibilities |
| Address/City/State | | | | |
| Job Title | | Hourly Rate/Salary Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary Final | | |
| | | \$ | Per | |
| Employer (2nd Last) | Telephone | Dates Employed From To | | Summarize job responsibilities |
| Address/City/State | | | | |
| Job Title | | Hourly Rate/Salary Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary Final | | |
| | | \$ | Per | |
| Employer (3rd Last) | Telephone | Dates Employed From To | | Summarize job responsibilities |
| Address/City/State | | | | |
| Job Title | | Hourly Rate/Salary Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary Final | | |
| | | \$ | Per | |
| Employer (4th Last) | Telephone | Dates Employed From To | | Summarize job responsibilities |
| Address/City/State | | | | |
| Job Title | | Hourly Rate/Salary Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary Final | | |
| | | \$ | Per | |
| Employer (5th Last) | Telephone | Dates Employed From To | | Summarize job responsibilities |
| Address/City/State | | | | |
| Job Title | | Hourly Rate/Salary Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary Final | | |
| | | \$ | Per | |

Comments (including explanation of any gaps in employment) _____

PERSONAL REFERENCES

List three (3) references who are not related to you and are not previous employers.

| NAME | ADDRESS / CITY / STATE / ZIP | TELEPHONE |
|------|------------------------------|-----------|
| | | |
| | | |
| | | |

APPLICANT’S ACKNOWLEDGEMENT

I certify that answers given herein are true and complete to the best of my knowledge and I authorize the Company to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time. *Timmerman Truss, Inc.* is an *Equal Opportunity Employer* and does not discriminate in employment. No question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with *Timmerman Truss Inc.* is “*at-will*”, which means that an employee may resign at any time, with or without notice and with out without cause. Likewise, *Timmerman Truss Inc.* may terminate an employee at any time, with or without notice, and with or without cause. It is further understood that this “*at-will*” employment relationship may not be changed by any verbal or written claim or statement, unless specifically stated in writing and signed by the *President of Timmerman Truss Inc.*

In connection with my application for employment I authorize, understand and acknowledge that consumer reports may be requested. These reports may include: names and dates of previous employers, reason for termination of employment, work experience, attendance, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, workers’ compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies that maintain such records.

Applicant Signature _____ Date ____/____/____

Printed Name _____

NEW EMPLOYEE DRUG TESTING POLICY

- All new-hire employees with *Timmerman Truss Inc.* will, within the first 5 days of employment, undergo screening for the presence of illegal drugs and alcohol as a condition of continued employment. All new-hire employees will voluntarily submit to a drug and alcohol test at a qualified laboratory chosen by *Timmerman Truss Inc.* I hereby release the Company from any liability by signing this consent agreement.
- I understand that any new-hire employee with positive test results will be immediately released from employment, and reimburse *Timmerman Truss Inc.* for the cost of the test, and may initiate another employment application only after twelve (12) months, and only after providing results of a negative drug screen administered at the time of a second application.
- *Timmerman Truss Inc.* will not discriminate against applicants or new-hire employees because of past alcohol or other drug abuse. It is a continued abuse of alcohol and drugs, preventing an employee from performing their job in a safe and efficient manner that the Company will not tolerate.

| | |
|---|----------------------------|
| <p>I freely and voluntarily agree to submit to a drug screen as a part of my application/new-hire employment process and as a condition of my continued employment. I understand that refusal to submit to the drug screen or failure to qualify according to the minimum standards established by the Company for this screen may disqualify me from continued employment with <i>Timmerman Truss Inc.</i> I have read and understand the above statements and conditions of employment.</p> | |
| <p>Employee Name (<i>printed</i>) _____</p> | <p>Date ____/____/____</p> |
| <p>Signature _____</p> | <p>SS# _____</p> |

Timmerman Truss, Inc. is an Equal Opportunity Employer