



2450 Buchanan Ave SW
 Grand Rapids, MI 49548
 616.245.8714

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

You will be considered for all positions without regard to race, color, religion, weight, height, sex, national origin, marital status, veteran status, the presence of a non-job-related medical condition, handicap, or any other protected status required by law.

You must complete this application in its entirety in order to be considered for employment. Please do not skip any sections, and avoid using terms such “available upon request”, “will discuss at interview” or “see resume” as doing so will deem the application as incomplete.

Applications are active for 90 days, during which time they will be reviewed to see if the qualifications match our current needs.

PERSONAL INFORMATION

Name (last, first, middle) _____ Date _____

Present Address _____ How long at this address? _____

City	State	Zip	Home Phone	Cell Phone
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Position you are applying for:	Desired Salary \$ _____	Can you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under 18, can you provide a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
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Have you applied for employment here before? Yes No
 If yes, when? _____

Do you have experience in the building materials industry? Yes No

On what date would you be available to start work? _____

How did you learn about this company?

<input type="checkbox"/> advertisement	<input type="checkbox"/> relative	<input type="checkbox"/> current employee
<input type="checkbox"/> friend	<input type="checkbox"/> employment agency	<input type="checkbox"/> other _____

To comply with the laws concerning the employment of illegal aliens, can you provide proof of employability?

Yes No

EDUCATION				
Type of School	Name & Location	Major Field of Study	Did You Graduate?	Letter Grade or GPA
High School Last Attended			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, or handicap or any other protected status.

SPECIAL SKILLS AND QUALIFICATIONS					
Check skills/equipment operated:					
<input type="checkbox"/> Lift Truck	<input type="checkbox"/> Table Saw	<input type="checkbox"/> Radial Arm Saw	<input type="checkbox"/> Panel Arm Saw	<input type="checkbox"/> Planer	<input type="checkbox"/> Band saw
<input type="checkbox"/> CRT	<input type="checkbox"/> Calculator	<input type="checkbox"/> Fax Machine	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Typewriter	
List additional Equipment you can operate: _____					

MILITARY STATUS			
Branch of Service	Rank Held		Nature of Duties
	Entry	Release	
What specialized training did you receive?			
Do you have a reserve or National Guard obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you have a National Guard obligation please describe:	

REFERENCES		
Give the name, address and phone number of three references not related to you.		
Name and Occupation	Address	Telephone Number
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		()
		()

EMPLOYMENT HISTORY

If records are under a different name, please provide name for reference purposes starting with present or last employer. List all employment including part-time or temporary positions.

Employer	Phone	Dates Employed	
		From:	To:
Address (include city, state & zip)	Beginning Salary \$	Ending Salary \$	
Name of Supervisor	Reason for leaving		
Title & duties at beginning of employment	Title & duties at end of employment		

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Name of Supervisor	Reason for leaving		
Title & duties at beginning of employment	Title & duties at end of employment		

1. I understand that if hired my employment will be “at will” and that either I or the company may terminate the employment relationship at any time with or without cause and with or without notice. I further understand that this employment relationship may not be modified by verbal statements, customs, practices, or written documents unless such modification is in writing and signed by an authorized representative of the company.

2. I agree that any lawsuit or claim against Monsma arising out of my employment or termination of employment (including, but not limited to, claims arising under state, federal or local civil rights laws) must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the Equal Employment Opportunity commission, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

3. In connection with my application for employment, I authorize this prospective employer to contact any or all previous employers to discuss my employment history, including reasons for termination of past employment. I also authorize this prospective employer to obtain a copy of my credit report from a legitimate credit agency and my driving record from the applicable Secretary of State or from the Secretary of State’s office in those states in which I held previous employment. I also authorize this prospective employer to confirm any or all information contained in this employment application. I certify that all information on this application is true and complete to the best of my knowledge, and I understand that falsification of any information on this application will be grounds for immediate discharge.

Name of Applicant (please print)

Signature

Date

DO NOT WRITE IN THIS AREA

Interviewed by: _____ Date: _____

“At Will” employment explained by: _____ Date: _____

Hired? Yes No Position: _____ Hourly rate/salary: _____

Starting Date: _____ Approved by: _____