



Requirements for Employment Consideration

1. Completion of Hayward Lumber **employment application** disclosing all information requested in application including prior work history with signature. Please do not write "*see resume*" you must complete work history in writing, even if you provide a resume.
2. **Interview** with hiring manager, written tests if required for position.
3. After a formal job offer, a signed **background consent** form will be required to check criminal record for misdemeanors and felonies, DMV record and if required for position, consumer credit check.
4. Completion of a **drug test and a pre-employment physical examination**. Upon successful completion of the drug test, a pre-employment physical will be given to determine if applicant meets the physical requirements required for position as per Hayward Lumber Company Policy.
5. **FORM I9** – A signed employment eligibility verification as required by the U.S. Dept. of Homeland Security, candidate must provide legal documents that establish the identity and employment eligibility (*copies of legal documents will not be accepted we require original legal documents*).
6. **Final interview** - optional by employer.

I certify that answers given on application for employment are true and complete to the best of my knowledge. **I authorize investigation of all information provided by me**, as contained in this application for employment. I understand and agree that such investigation might be conducted prior to my becoming employed or at anytime thereafter, at the sole discretion of Hayward Lumber Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations and policies of Hayward Lumber Co.

I have read all items above and agree to comply with the requirements in order to be considered for employment by Hayward Lumber Company.

P R I N T Name (of Applicant or Employee)

Signature of Applicant or Employee

Date

Education

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Last Name	First Name	Middle Name	Date
Street Address	City	State	Zip
Telephone Number:			
Previous Address (if less than 5 years at last address)			E-Mail:
How did you learn about us?			Work Phone:
Position Desired	When would you be available to begin work?		Branch location you are applying to:

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Can you provide proof after you are hired that you can legally work in the U.S.? Yes No
(If hired, you will be required to submit proof of the legal right to work in the U.S.)

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
College				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List Specialized Skill/Equipment Operated

References

1.	_____	_____	_____
	Reference Name	Phone # (with area code)	Relationship
2.	_____	_____	_____
	Reference Name	Phone # (with area code)	Relationship
3.	_____	_____	_____
	Reference Name	Phone # (with area code)	Relationship

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer	Dates Employed		Work Performed
	From	To	
	Address		
	Telephone Number(s)		
	Job Title	Supervisor	
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
	From	To	
	Address		
	Telephone Number(s)		
	Job Title	Supervisor	
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
	From	To	
	Address		
	Telephone Number(s)		
	Job Title	Supervisor	
Reason for Leaving			
4. Employer	Dates Employed		Work Performed
	From	To	
	Address		
	Telephone Number(s)		
	Job Title	Supervisor	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

May we contact the employers listed above unless you indicate those you <u>do not</u> want us to contact.	DO NOT CONTACT
	Employer Number(s): _____ Reason: _____

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

**IMPORTANT NOTICE TO APPLICANT OR EMPLOYEE
PLEASE READ THIS NOTICE AND CONSENT FORM VERY CAREFULLY
BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS
FORM AT ANY TIME UPON REQUEST.**

- I certify that answers given herein are true and complete to the best of my knowledge
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Hayward Lumber Co. is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Hayward Lumber Co.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Hayward Lumber Co.
- I hereby authorize Hayward Lumber Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above.
- I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature of Applicant

Date

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**NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR
EMPLOYMENT APPLICATIONS AND EMPLOYMENT PURPOSES.**

After a formal job offer has been made, this form, which you should read carefully, has been provided to you because Hayward Lumber Company either may request or has decided to request a consumer reports or investigative consumer reports in connection with your application for employment or during the course of your employment (if any) with Hayward Lumber Company. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Such reports, if obtained, will be prepared by a consumer reporting agency and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested include, but are not limited to, credit reports, criminal records checks, court records, and/or educational and employment records and histories. The information contained in such reports may be obtained from public record sources or through personal interviews with your neighbors, friends, associates, current or former employers, or other personal acquaintances.

If Hayward Lumber Company requests an investigative consumer report, which would include personal interviews as described above, you will receive a second notice indicating that the report has been requested no later than three days after the request is made to a consumer reporting agency. This additional notice, if issued, will advise you as to your further rights pertaining to investigative consumer reports *this will only be done after a formal job offer has been extended and accepted*. If any adverse decision is made with regard to your application or employment (if any) based entirely or in part on the information contained in a consumer report, you will be notified as to the basis of that decision and given a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, such information may or may not be relevant for employment purposes, but no employment decision will be based solely on this information.

Your consent is required by law *After a formal job offer is made*, before Hayward Lumber Company may obtain a consumer report or investigative consumer report pertaining to your potential employment or actual employment (if any) with Hayward Lumber Company.

Your signature in the first space on back of this notice indicates that you have carefully read and understand this notice and consent to the release of a consumer report or an investigative consumer report to Hayward Lumber Company for employment purposes at Hayward Lumber Company's discretion, either in connection with your job application, or in connection with any future decisions concerning your employment, promotion, reassignment or retention as an employee of Hayward Lumber Company, if any. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described in the next paragraph (in back).

(form continues: Consent Statement and Refusal or Revocation of Consent Statement on back.)

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CONSENT STATEMENT

I have carefully read and understand this notice and consent form, *after a formal job offer has been made and accepted*, by my signature below, I consent to the release of consumer or investigative consumer reports, as defined in back, to Hayward Lumber Company in conjunction with my application for employment or my employment. I further understand that this consent will apply during the course of any employment with Hayward Lumber Company and that such consent will remain in effect until revoked in a written document signed by me.

In the event that I wish to revoke this consent at any time, I understand that I may do so by either signing the Revocation of Consent Statement and returning it to Hayward Lumber Company, at the current corporate office location or sending a signed letter or statement to Hayward Lumber Company, at the current corporate office location, indicating that I revoke my consent to Hayward Lumber Company obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to Hayward Lumber Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by Hayward Lumber Company and confirm that all such information is true and correct.

Name of Applicant or Employee (Printed)

Applicant or Employee Signature

Date

REFUSAL OR REVOCATION OF CONSENT STATEMENT

(DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO HAYWARD LUMBER COMPANY'S OBTAINING CONSUMER OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT PURPOSES.)

I do not consent to Hayward Lumber Company's obtaining consumer reports or investigative reports about me for employment purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after Hayward Lumber Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of Hayward Lumber Company who typically request consumer reports for Hayward Lumber Company.

Name of Applicant or Employee (Printed)

Applicant or Employee Signature

Date