



**NOTICE TO APPLICANTS**

**Equal Employment Opportunity Statement:** Alliance Lumber is committed to providing an equal opportunity for all individuals seeking employment. The objective of Alliance Lumber's hiring procedure is to select the most qualified individual for the job. In reading and answering the questions contained within the employment application, please keep in mind that none of the questions is intended to imply limitations, preference or discrimination based on age, gender, marital status, creed, color, national origin or the existence of a disability that does not interfere with the performance of the position for which you are applying.

**Minimum Age Requirement:** The Labor Department of the Industrial Commission of Arizona has established a minimum age requirement of **18 years** for employment at Alliance Lumber. If you meet this requirement, please continue.

**EMPLOYMENT APPLICATION – GENERAL INFORMATION AND INSTRUCTIONS**

**Purpose of the Employment Application:** The purpose of the employment application is to give you the opportunity to provide Alliance Lumber with information about you, your skills, experience, abilities and other personal attributes that meet the qualification requirements for the position for which you are applying. It is in your best interest to be thorough, accurate and descriptive in providing this information. A number of people will apply for the position that is available, and Alliance Lumber does not guarantee any applicant an interview or consideration beyond the employment application.

**Responding to Inquiries on the Employment Application:** You must complete **ALL** of the inquiries on the application thoroughly and accurately. If the question or information sought is not applicable, enter "N/A" for your response in the space provided. Failure to complete all sections may disqualify your application from further consideration. If additional space is required to adequately answer any question, please place an asterisk (\*) in the response section, and write the information on the back page of the application.

**Consideration of the Employment Application:** Alliance Lumber will consider your application for the position for which you have applied, and your application will be active for sixty (60) calendar days from the date of your application. If you wish to keep your application active, you must notify Alliance Lumber in writing prior to the expiration of the sixty day period.

**ALLIANCE LUMBER EMPLOYMENT POLICIES AND PRACTICES**

Your signature at the bottom of this form indicates your receipt, understanding, and acceptance of the following terms and conditions:

**Reference and Information Check:** You authorize previous employers and personal references to furnish Alliance Lumber such information as it considers necessary to evaluate your qualifications for employment.

**Drug and Alcohol Test:** Our company policy on substance abuse requires that you submit to drug and/or alcohol screening, and successfully pass, with negative results, prior to employment. If you are considered for employment, part of the application process will include a urinalysis exam which is used to detect the use of drugs and alcohol. You will be requested to sign a consent and waiver form before you take the test. If you refuse to sign the form, or if your test results are "dilute" or "positive," you will not be considered for employment at Alliance Lumber for a period of ninety (90) days, after which you may reapply. Additionally, be advised that if you are selected for employment, screening will occur from time to time during the course of your employment as outlined in our drug and alcohol policy, a copy of which you will receive before your hiring process is complete.

**I-9 Form Documentation:** If Alliance Lumber offers you an employment position, you must complete an I-9 form and provide documentation that shows you are authorized to work in the United States prior to commencing work. If you do not provide this documentation, you will no longer be considered qualified for the employment position.

**Employment at Will Doctrine:** Alliance Lumber offers employment under the legal terms of the doctrine of "employment at will," which means that either the employee or the company is free to end the employment relationship at any time, with or without cause. Failure to properly notify supervision in advance regarding absences, and failure to report for duty when scheduled without prior communication with supervision, is considered abandonment of the job, and will be considered as voluntarily quitting one's job. Walking off or abandoning one's job is also considered a voluntary quit. When an employee announces their intention to quit, resign, give notice or retire, Alliance Lumber will accept the employee's decision as final. Only the officers of the company may authorize contracts of employment other than at will.

**APPLICANT'S ACKNOWLEDGEMENT**

Your signature below represents that you are at least 18 years of age, and have read and understand the notices, instructions and conditions set forth above, that you will comply with the terms contained within, and that you understand the consequences if you do not comply.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**BUSINESS EXPERIENCE / PREVIOUS EMPLOYMENT HISTORY**

Please account for a minimum of the last five years beginning with your most recent position (include summer / seasonal employment, if applicable). Provide as much information as possible. If time gaps exist between jobs held, please explain your activities during that time.

*(Please use reverse side if additional space is required.)*

<b>1</b>	DATE	Month	Day	Year	Present or Last Employer	Name of Immediate Supervisor
	From				Address	Immediate Supervisor's Job Title / Phone No.
	To				City and State	Wage / Salary
	Position(s) Held					
	Duties Performed					
	Reason for Leaving					
	If employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>2</b>	DATE	Month	Day	Year	Present or Last Employer	Name of Immediate Supervisor
	From				Address	Immediate Supervisor's Job Title / Phone No.
	To				City and State	Wage / Salary
	Position(s) Held					
	Duties Performed					
	Reason for Leaving					
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>3</b>	DATE	Month	Day	Year	Present or Last Employer	Name of Immediate Supervisor
	From				Address	Immediate Supervisor's Job Title / Phone No.
	To				City and State	Wage / Salary
	Position(s) Held					
	Duties Performed					
	Reason for Leaving					
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>4</b>	DATE	Month	Day	Year	Present or Last Employer	Name of Immediate Supervisor
	From				Address	Immediate Supervisor's Job Title / Phone No.
	To				City and State	Wage / Salary
	Position(s) Held					
	Duties Performed					
	Reason for Leaving					
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

I certify that the information shown on this application is true and correct to the best of my knowledge. I understand that the falsification or withholding of pertinent information will be grounds for discharge from employment regardless of when this information is discovered.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



PLEASE PRINT ALL INFORMATION REQUESTED

PERSONAL BACKGROUND

NAME: Last First Middle Initial

PRESENT ADDRESS: Street, Road, Box, etc. City State Zip

Telephone Message Telephone Date Available for Employment

Employment Interests or Position(s) Desired (Please be specific.)

Professional Licenses & Certificates Applicable to Desired Position(s) Are you willing to relocate? Yes No

Have you the legal right to work in the U.S.? Employment is subject to verification that applicant meets legal age and U.S. work permit requirements. Yes No

Have you been convicted of a felony or been released from a prison or other detention facility within the past seven years? Yes No If yes, please explain. (A conviction will not necessarily bar an applicant from employment.)

Are you willing to accept: NIGHTS GRAVEYARD ROTATING SHIFT WEEKENDS Yes No Yes No Yes No Yes No

How did you hear about Alliance Lumber? Walk In Newspaper Ad Internet Ad Temporary Employment Agency State Employment Office Special Recruiting / Outreach Source Employee Referral (Name) Other

Have you previously applied for employment with Alliance Lumber? Yes No

Have you previously been employed by Alliance Lumber? Yes No If yes, please explain:

Location Position From (Date) To (Date)

EDUCATIONAL BACKGROUND

Table with 3 columns: High Schools, Colleges, Universities, Specialized Training Programs, etc.; City and State; Major Subject(s)

SKILLS / TRAINING OR MILITARY

Table with 3 columns: Educational Classes, Courses, Apprenticeships, Trade Schools, Military Training, etc. (Please list any that you feel qualify you for the job(s) for which you are applying.); Length of Course; Month / Year of Training