

Name (last, first, middle) _____

Date of Application _____



1895 E. Commercial Ave.
Lowell, IN 46356

phone: 219-696-8936

fax: 219-696-7110

email: job@tricreek.com

www.tricreek.com

EMPLOYMENT APPLICATION

An Equal Opportunity Employer
Non-Smoking Company Environment

TRI-CREEK LUMBER ADMINISTERS PRE-EMPLOYMENT DRUG TESTS
AS A CONDITION OF EMPLOYMENT

PROOF OF EMPLOYABILITY IS REQUIRED

PERSONAL INFORMATION

Name (last, first, middle, previous if any)		Date
Present Address (street no., city, state, zip)	How Long at This Address?	Home Phone
Previous Address (street no., city, state, zip)		How Long at This Address?
Business Address (street no., city, state, zip)		Business Phone

Alternate Phone	To comply with laws concerning the employment of illegal aliens, will you be able to provide proof of employability, if extended an offer of employment?
Social Security Number	

social Security Card • Driver's License
Birth Certificate • Passport

Have You Worked for Tri-Creek before? If yes, when and under what name? Position held:

Yes _____ No _____

Are you Presently Employed? If employed, why do you wish to change?

Yes _____ No _____

Have you Filed an Application Here Before?	Have you Interviewed Here Before?	Have you Been Convicted of a felony within the last 7 years?
Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

Date Available for Work:	How Much Notice Must you Give?	Salary Expected?
		\$ _____ per week or \$ _____ per year

How were you referred to Tri-Creek: <input type="checkbox"/> Tri-Creek employee (name) _____ <input type="checkbox"/> Advertisement <input type="checkbox"/> School <input type="checkbox"/> Agency <input type="checkbox"/> On my own <input type="checkbox"/> Other	Name of Work you Are Applying For: <input type="checkbox"/> Clerical/Secretarial <input type="checkbox"/> Professional <input type="checkbox"/> Managerial <input type="checkbox"/> Technical <input type="checkbox"/> Sales <input type="checkbox"/> General Warehouse <input type="checkbox"/> Other (List) _____
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Applying for: Full-Time Part-Time Temporary Summer

EDUCATION

If records are under a different name, please indicate for records purposes.

Type of School	Name and Location	Period Enrolled: From: To: Mo./Yr. Mo./Yr.	Major Field of Study	Did you Graduate? Degree, Letter Grade or GPA
High School Last Attended				
College				
Graduate School				
Other				

EMPLOYMENT RECORD

If records are under a different name, please indicate for reference purposes. Starting with present or last employer, list all employment, including part-time or temporary.

Place of Employment	Dates (Mo. and Yr.)	Salary or Hourly Rate	Supervisor
Name	From:	Beginning \$	Name
			Phone
Address	To:	Leaving	Position _____
			May we contact for reference check? Yes ___ No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	
Name	From:	Beginning \$	Name
			Phone
Address	To:	Leaving	Position _____
			May we contact for reference check? Yes ___ No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	
Name	From:	Beginning \$	Name
			Phone
Address	To:	Leaving \$	Position _____
			May we contact for reference check? Yes ___ No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	
Name	From:	Beginning \$	Name
			Phone
Address	To:	Leaving	Position _____
			May we contact for reference check? Yes ___ No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	

SKILLS

Typing Speed ___ wpm
 Accounting/Bookkeeping
 Calculator
 Switchboard
 Forklift _____
 Tractor Trailer _____

Computer Software (list) _____

 Other Skills Equipment (list) _____

MILITARY EXPERIENCE

Were You in the Armed Forces? Yes _____ No _____	If Yes, What Branch?
Dates of Duty: From: _____ To: _____	Rank at Separation:

Describe Your Duties:

Training Schools Attended:

REFERENCES

Names of References (Not former employers or relatives)	Address	Phone

Tri-Creek Lumber Pre-Employment Drug Testing

I understand that one of the requirements for employment at Tri-Creek is a urine screen for drugs. I further understand that failure to consent to this urine drug screen will be considered withdrawal of my application for employment. I also understand that if

the test discloses the presence of any one or more of the tested drugs, I will be denied employment at Tri-Creek.

I authorize the laboratory utilized by Tri-Creek to release the results of this drug screen to the authorized representative of Tri-Creek and understand that the results and findings of the drug screen will not be released by the company to any person or agency unless compelled to do so by judicial process in the case of law enforcement officials.

Date _____ Signature in Ink _____

PLEASE READ

I hereby authorize Tri-Creek Lumber & Hardware to make inquiries not limited to but including previous employers, schools and investigative or credit agencies. I understand that I have the right to request information about the nature and scope of any such investigation.

I agree to take a physical examination, if requested, by a company approved doctor at the expense of the company, and understand that such examination may include tests for use of illegal drugs. I further authorize those physicians to release the results of any such tests to Tri-Creek Lumber.

By signing this application, I affirm that all statements herein, (and in my resume; if any) are TRUE, and misrepresentation of facts will subject me to immediate termination.

"I understand that if I am employed, I may terminate the employment relationship at any time and Tri-Creek may terminate the employment relationship at any time, without notice or cause. I understand that practices and statements set out in policies, handbooks and other company literature may be changed at any time without notice, and such practices and statements do not create an employment contract. I further understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or national of the United States, an alien lawfully admitted for permanent residence or alien authorized to be employed in the United States.

Date _____ Signature in Ink _____

QUESTIONNAIRE

1. If a customer receives a 35% discount on a \$20.00 item, what would be their final cost? _____
2. A bag of concrete equals 1000 cu. inches. Your customer already has 2 bags at home. How many more bags are needed to fill an area of 5' x 10" x 10"? _____
3. Your customer has a ceiling that is 10' x 16'. Each piece of ceiling tile measures 24" x 48". How many pieces are needed to cover this job? _____
4. Your customer wants to build a wall that is 12' long. How many 2 x 4's would be required if spaced every 16" on center? _____
5. Your customer has 96 lin. ft. of wall 8' high. Each piece of paneling is 4' wide x 8' tall. How many tubes of adhesive are needed for this job if each tube covers 3 pieces of paneling? _____
6. Your customer has an area of roof 30' x 80'. three bundles of shingles will cover 100 sq. ft. How many bundles are needed to cover this area? _____
7. On your 2nd day working for our company, our store is extremely busy. Your boss is too busy to assign you jobs for the day. How would you react to this situation?

NOTE: A SECOND QUESTIONNAIRE IS GIVEN AT YOUR INTERVIEW!

Name (last, first, middle) _____

Phone _____