



# APPLICATION FOR EMPLOYMENT

[PLEASE USE OTHER APPLICATION FORM FOR DRIVER POSITIONS]

## Smith Phillips Building Supply

603 E. 17<sup>th</sup> Street, Winston-Salem, NC 27105 • 336.722.8167  
 1100 W. Front Street, Statesville, NC 28677 • 704.872.9866

### PERSONAL INFORMATION

NAME:

ADDRESS:

PHONE:

EMAIL:

ARE YOU AT LEAST 18 YEARS OF AGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU APPLYING FOR: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME/SEASONAL
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE US?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FOR WHAT POSITION ARE YOU APPLYING?
ARE YOU CURRENTLY EMPLOYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	HOW DID YOU HEAR OF THIS OPENING?
MAY WE CONTACT YOUR CURRENT EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ON WHAT DATE ARE YOU AVAILABLE TO BEGIN WORK?
DO YOU HAVE A VALID DRIVER'S LICENSE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT IS YOUR DESIRED WAGE/SALARY?

### QUALIFICATIONS

PLEASE INDICATE AREAS IN WHICH YOU HAVE EXPERIENCE:

LUMBERYARD	ACCOUNTING
WAREHOUSE	CREDIT/COLLECTIONS
FORKLIFT	PURCHASING
TRUCK DRIVING	BUILDING MATERIALS: INSIDE SALES
MILLWORK	BUILDING MATERIALS: OUTSIDE SALES
CNC	BUILDING MATERIALS: MANAGEMENT
SECRETARIAL/CLERICAL	

DO YOU HAVE OTHER SKILLS OR EXPERIENCE THAT MAY BE HELPFUL IN CONSIDERING YOUR APPLICATION?


**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	# OF YEARS COMPLETED	MAJOR/DEGREE	DID YOU GRADUATE?
HIGH SCHOOL OR EQUIVALENT GED <input type="checkbox"/>				
TRADE SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
OTHER				

**EMPLOYMENT HISTORY**

ARE YOU A VETERAN?  YES /  NO IF YES, WHAT BRANCH:

**PLEASE COMPLETE THIS SECTION BEGINNING WITH CURRENT OR MOST RECENT EMPLOYER:**

DATES EMPLOYED:		POSITION:	
COMPANY:		SUPERVISOR:	
COMPANY PHONE:		SALARY/WAGES:	
COMPANY ADDRESS:			
REASON FOR LEAVING:			

DATES EMPLOYED:		POSITION:	
COMPANY:		SUPERVISOR:	
COMPANY PHONE:		SALARY/WAGES:	
COMPANY ADDRESS:			
REASON FOR LEAVING:			

DATES EMPLOYED:		POSITION:	
COMPANY:		SUPERVISOR:	
COMPANY PHONE:		SALARY/WAGES:	
COMPANY ADDRESS:			
REASON FOR LEAVING:			

DATES EMPLOYED:		POSITION:	
COMPANY:		SUPERVISOR:	
COMPANY PHONE:		SALARY/WAGES:	
COMPANY ADDRESS:			
REASON FOR LEAVING:			

DATES EMPLOYED:		POSITION:	
COMPANY:		SUPERVISOR:	
COMPANY PHONE:		SALARY/WAGES:	
COMPANY ADDRESS:			
REASON FOR LEAVING:			

**PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY.**

<b>PLEASE FEEL FREE TO ADD ANY ADDITIONAL INFORMATION THAT YOU FEEL WILL HELP US EVALUATE YOUR APPLICATION:</b>

## NOTICES

SMITH PHILLIPS STRIVES TO MAINTAIN A DRUG-FREE WORKPLACE FOR THE SAFETY OF OUR EMPLOYEES AND CUSTOMERS. **A DRUG SCREEN IS REQUIRED PRIOR TO EMPLOYMENT.**

**SMITH PHILLIPS WILL REQUIRE A CRIMINAL BACKGROUND REPORT PRIOR TO EMPLOYMENT. CRIMINAL CONVICTIONS WILL NOT NECESSARILY BAR YOU FROM CONSIDERATION, DEPENDING UPON THE NATURE AND SERIOUSNESS OF ANY OFFENSE AND THE LENGTH OF TIME SINCE THE CONVICTION.**

**SMITH PHILLIPS WILL REQUIRE AN MVR REPORT PRIOR TO EMPLOYMENT AS A COMMERCIAL DRIVER OR FOR ANY OTHER POSITION WHICH MAY REQUIRE DRIVING A COMPANY VEHICLE. ALL FURTHER INFORMATION REQUIRED BY THE US DEPARTMENT OF TRANSPORTATION FOR A COMMERCIAL DRIVER WILL BE COMPLETED UPON OFFER OF EMPLOYMENT.**

SMITH PHILLIPS IS AN **EQUAL OPPORTUNITY EMPLOYER**. QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGINAL, AGE, DISABILITY, MARITAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS. **WE ARE COMMITTED TO BUILDING A TEAM THAT REPRESENTS A VARIETY OF BACKGROUNDS, PERSPECTIVES, AND SKILLS.**

**APPLICANT'S STATEMENT AND SIGNATURE**

**I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF I AM ACCEPTED FOR EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION ON MY APPLICATION OR INTERVIEW MAY RESULT IN MY EMPLOYMENT BEING TERMINATED.**

**I HEREBY AUTHORIZE SMITH PHILLIPS BUILDING SUPPLY AND/OR ITS AGENTS TO CONTACT ANY PREVIOUS EMPLOYER OR SCHOOL TO VERIFY THE INFORMATION I HAVE GIVEN ON MY EMPLOYMENT APPLICATION AND/OR DURING ANY EMPLOYMENT INTERVIEW REGARDING MY EDUCATION, QUALIFICATIONS, WORK EXPERIENCE, AND REASONS FOR TERMINATION OF PAST EMPLOYMENT.**

**I ALSO AUTHORIZE ANY PREVIOUS EMPLOYER OR SCHOOL TO PROVIDE SMITH PHILLIPS BUILDING SUPPLY AND/OR ITS AGENTS WITH SUCH INFORMATION IN CONNECTION WITH THIS APPLICATION FOR EMPLOYMENT. FURTHER, I HEREBY RELEASE FROM LIABILITY AND HOLD HARMLESS ALL PERSONS AND CORPORATIONS SUPPLYING THIS INFORMATION TO SMITH PHILLIPS BUILDING SUPPLY AND/OR ITS AGENT.**

**I UNDERSTAND THAT SMITH PHILLIPS BUILDING SUPPLY IS AN "AT WILL" EMPLOYER, AND THAT EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, BY EITHER THE COMPANY OR THE EMPLOYEE.**

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APPLICANT'S SIGNATURE

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DATE

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NAME (PRINTED)