



# ST CROIX VALLEY HARDWOODS

Human Resources Department

PO Box 120, Luck WI 54853

Phone 715-472-2133 Fax 715-472-4751

## Application for Employment

Answer all questions – Please print or type

Date of Application \_\_\_\_\_

Last Name		First Name			Middle Initial
Address/Street Number		City	State	Zip	Area Code & Telephone ( )
Permanent Address/Street Number		City	State	Zip	Area Code & Telephone ( )
Have you been employed here previously? <input type="checkbox"/> yes <input type="checkbox"/> No If yes, please complete:					
Title: _____		Dept.: _____		From: _____	To: _____
Have you applied for work here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate when and for what position(s):					

Position Applied For:	Salary Requested:
Type of Position Requested:	
Check: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Days and hours available to work _____	
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary Date available to start work _____	
How did you learn about the position for which you are applying?	
Do you have any relatives working here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state:	
Name: _____ Department: _____	

Equal Opportunity Employer

## Education Record

Name	City and State	Curriculum/ Major	Dates (Mo/Yr)		Grade Point Average	Degree/ Diploma/ Certificate
			From	To		
High School						
College/ University						
College/ University						
Trade/ Vocational						
Business Other						
List any Scholarships, Academic Honors or Special Achievements:						

## Production Machine Skills

Indicate any production processes or machinery for which you have skills:

<input type="checkbox"/> Moulder	<input type="checkbox"/> Knife Planer
<input type="checkbox"/> Cut Off Saw	<input type="checkbox"/> Table Saw
<input type="checkbox"/> Finish Sander	<input type="checkbox"/> Boring Machine
<input type="checkbox"/> Rough Planer	<input type="checkbox"/> Straight Line Rip

## Military

Branch of Service:	Rank:
Period of Duty:	Date of Discharge:
Describe your duties and Training:	

## Civic/Professional/Trade Association Memberships/Activities

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## Employment Record

(List last 5 employers starting with current or most recent, include self-employment, military service and part-time jobs. (You may also include job-related volunteer experience.)

<b>1.</b>	<b>Present or Last Employer</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>From:</b>	_____	<b>Supervisor's Name and Phone Number</b>	<b>Last Hourly Rate/Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>	
<b>To:</b>	_____				
		<b>Job Title(s)</b>		<b>Reason for Leaving:</b>	
<b>Description of Duties:</b>					

<b>2.</b>	<b>Present or Last Employer</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>From:</b>	_____	<b>Supervisor's Name and Phone Number</b>	<b>Last Hourly Rate/Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>	
<b>To:</b>	_____				
		<b>Job Title(s)</b>		<b>Reason for Leaving:</b>	
<b>Description of Duties:</b>					

<b>3.</b>	<b>Present or Last Employer</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>From:</b>	_____	<b>Supervisor's Name and Phone Number</b>	<b>Last Hourly Rate/Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>	
<b>To:</b>	_____				
		<b>Job Title(s)</b>		<b>Reason for Leaving:</b>	
<b>Description of Duties:</b>					

<b>4.</b>	<b>Present or Last Employer</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>From:</b>	_____	<b>Supervisor's Name and Phone Number</b>	<b>Last Hourly Rate/Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>	
<b>To:</b>	_____				
		<b>Job Title(s)</b>		<b>Reason for Leaving:</b>	
<b>Description of Duties:</b>					

## Summary

Summarize other special skills and qualifications relating to the position for which you are applying:

Are you legally permitted to work in the United States? (Employment will be contingent on providing proof of citizenship or work authorization.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you less than 18 years old? If yes, state age: _____ (Proof of age may be required after job offer.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime other than a misdemeanor? If yes, please state date, place and nature of the conviction:  (A conviction does not constitute an automatic bar to employment.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your previous employer for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your previous employers for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been known by any other name(s) that our company may require to verify your education and employment records are furnished in this application? If yes, identify name(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please be sure to sign this application and read the following statements carefully.

I certify that all information I have provided on this application is true and complete to the best of my knowledge. I understand that omitting requested information or giving false information on my application, in my interview(s) or in the process of my pre-employment evaluation might result in rejection of my application or termination, if I am hired.

I authorize investigation of all statement in this application as may be necessary in arriving at an employment decision.

I understand that if employed, I will be required to abide by all company policies, standards and regulations.

I understand that this application does not represent an offer of, or contract for, employment. I understand that employment with this company is "at will", and that no guarantee of job exists. If employed, I may terminate employment at any time, for any reason, and the Company may terminate my employment at any time, for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date