



MCGANN BUILDING SUPPLY, INC. APPLICATION FOR EMPLOYMENT

612 Hancock Street, Hancock, MI 49930 Phone: 906-482-4340 Fax: 906-482-3560

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law.

APPLICATION

Date of Application: _____
 Position(s) Applied For: _____
 Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name: _____
First Middle Last
 Address: _____
Number Street City State Zip Code
 Telephone: (____) _____ Social Security Number: _____ | _____ | _____

BASIC INFORMATION

If employed and under 18, can you furnish a work permit? Yes No
 Have you filed an application here before? Yes No If yes, provide date: _____
 Have you ever been employed here before? Yes No If yes, provide date(s): _____
 Are you currently employed? Yes No May we contact your present employer? Yes No
 If yes, please provide name and contact information: _____
 On what date would you be available to start work? _____
 Availability for work: Full Time Part-Time Shift Work Temporary/Seasonal
 Can you travel if a job requires it? Yes No
 Have you been convicted of a felony within the last 7 years? Yes No
 If yes, please explain: _____
(Conviction will not necessarily disqualify applicant from employment.)

PERSONAL REFERENCES

Please provide the name, occupation, address, and phone number of three personal references who are not related to you and are not previous employers:

Name and Occupation	Address	Phone Number

EDUCATION

	High School	Trades	College/University	Graduate/Professional
School Name:				
Years Completed: <i>(circle)</i>	9 10 11 12		1 2 3 4	1 2 3 4
Diploma/Degree:				
Course of Study:				
Describe specialized training, apprenticeship, skills, and extra-curricular activities:				

Honors Received: _____

Please provide any additional information you feel may be helpful to us in considering your application:
If you need additional space, please continue on a separate sheet of paper.



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SKILLS/QUALIFICATIONS

Please summarize any special skills and qualifications acquired from employment or other experience including specific industry knowledge, construction skills, machines used, licenses, retail experience, etc.

EMPLOYMENT HISTORY

Employer:	Telephone:	Dates Employed:		Work Performed:
		From:	To:	
Address:				
Title:		Hourly Rate/Salary:		
		Starting:	Final:	
Supervisor:				
Reason for Leaving:				
Employer:	Telephone:	Dates Employed:		Work Performed:
		From:	To:	
Address:				
Title:		Hourly Rate/Salary:		
		Starting:	Final:	
Supervisor:				
Reason for Leaving:				
Employer:	Telephone:	Dates Employed:		Work Performed:
		From:	To:	
Address:				
Title:		Hourly Rate/Salary:		
		Starting:	Final:	
Supervisor:				
Reason for Leaving:				

APPLICANT STATEMENT

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application.

I certify that the information provided in this application is accurate and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary for making an employment decision. I understand that this application is not and is not intended to be a contract of employment. I further understand that any background checks may also involve the Company's obtaining an investigative consumer report on me which may cover areas such as my character and general reputation.

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

Applicant Signature

Date

FOR COMPANY USE ONLY

Applicant Interviewed: Yes No Date: _____ Time: _____

Remarks: _____

Employment Offered/Accepted: Yes No Date: _____

Start Date: _____ Position: _____ Hourly Rate/Salary: _____