

S&S HOME CENTER, INC.

APPLICATION FOR EMPLOYMENT



1315 East Main Street, P.O. Box 706
Magnolia, AR 71754
Phone 870-234-6060 / Fax 870-234-5754
www.sshomecenter.com



Date Received: _____

Please type or print. (Please complete the form in ink.) Answer all questions completely; incomplete applications will not be considered. A resume may be attached, but may not be substituted for the completed application or any portion thereof.

NAME: _____ S.S. #: _____
FIRST MIDDLE LAST

PHYSICAL ADDRESS: _____ TELEPHONE: _____

CITY _____ STATE _____ ZIP _____ CELL PHONE: _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____ E-MAIL ADDRESS: _____

POSITION APPLIED FOR: _____ RATE OF PAY EXPECTED: _____

AVAILABLE TO WORK FULL-TIME: _____ PART TIME: _____

SPECIFY DAYS AND HOURS IF PART-TIME: _____

ON WHAT DATE COULD YOU BE AVAILABLE FOR WORK: _____

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US? YES NO

RECORD OF EDUCATION

EDUCATION TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	Number of Years Completed	GRADUATED	DEGREE
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
G.E.D. (High School Equivalency)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

PREVIOUS ADDRESS: PLEASE LIST ALL LOCATIONS WHERE YOU HAVE LIVED IN THE PAST SEVEN (7) YEARS

FROM: _____ TO: _____ City: _____ State: _____

FROM: _____ TO: _____ City: _____ State: _____

FROM: _____ TO: _____ City: _____ State: _____

EMPLOYMENT HISTORY

(Start with most recent position, furnish dates and explanation for each period of unemployment of one month or more. Please provide employment information for the preceding ten (10) years.)

NAME OF COMPANY: _____
MAY WE CONTACT: (Please circle) YES NO If NO, Why? _____
MAILING ADDRESS OF COMPANY: _____ City: _____ State: _____
TELEPHONE NUMBER: _____ SUPERVISOR _____
SALARY: START _____ ENDING _____ Please check: _____ Hourly _____ Weekly _____ Annually
FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____
POSITION TITLE: _____ TYPE OF BUSINESS: _____
DESCRIPTION OF JOB DUTIES: _____
REASON FOR LEAVING: _____

NAME OF COMPANY: _____
MAY WE CONTACT: (Please circle) YES NO If NO, Why? _____
MAILING ADDRESS OF COMPANY: _____ City: _____ State: _____
TELEPHONE NUMBER: _____ SUPERVISOR _____
SALARY: START _____ ENDING _____ Please check: _____ Hourly _____ Weekly _____ Annually
FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____
POSITION TITLE: _____ TYPE OF BUSINESS: _____
DESCRIPTION OF JOB DUTIES: _____
REASON FOR LEAVING: _____

NAME OF COMPANY: _____
MAY WE CONTACT: (Please circle) YES NO If NO, Why? _____
MAILING ADDRESS OF COMPANY: _____ City: _____ State: _____
TELEPHONE NUMBER: _____ SUPERVISOR _____
SALARY: START _____ ENDING _____ Please check: _____ Hourly _____ Weekly _____ Annually
FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____
POSITION TITLE: _____ TYPE OF BUSINESS: _____
DESCRIPTION OF JOB DUTIES: _____
REASON FOR LEAVING: _____

SPECIAL SKILLS

CHECK AREA IN WHICH YOU HAVE A **MINIMUM OF SIX MONTHS** EXPERIENCE / TRAINING:

_____ MICROSOFT WORD _____ MICROSOFT EXCEL _____ WINDOWS APPLICATIONS
_____ WORDPERFECT _____ PRINT SHOP _____ TYPING
_____ 10 KEY ADDING MACHINE / CALCULATOR
_____ OTHER SOFTWARE APPLICATIONS: (Please list) _____

LIST ADDITIONAL SKILLS AND QUALIFICATIONS: _____

LIST ANY LICENSES OR CERTIFICATIONS: _____

PERSONAL REFERENCES (DO NOT INCLUDE RELATIVES)
Please include full name and contact telephone number.

REFERENCE NAME	RELATIONSHIP	PHONE NUMBER:
_____	_____	_____
_____	_____	_____
_____	_____	_____

MILITARY SERVICE RECORD

WERE YOU IN THE U.S. ARMED FORCES: (Y/N) _____ IF YES, WHAT BRANCH: _____

RANK AT DISCHARGE: _____ HONORABLE: _____

LIST DUTIES IN THE SERVICE INCLUDING SPECIAL TRAINING: _____

INTRODUCTION: READ CAREFULLY

TO APPLICANT: Read this introduction carefully before answering any questions in this section. The civil rights act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

§ Are you over the age of eighteen? _____

§ Can you prove that you are legal to work in the United States? _____

§ Have you ever worked for S&S Home Center before? _____ If yes, when _____

§ Are you related to anyone currently employed by S&S Home Center? _____ If yes, who: _____

§ **As an adult, have you ever been convicted of a crime (Misdemeanor and/or Felony)?** ____ Yes ____ No
(Exclude convictions that have been sealed, expunged or legally eradicated. Do not report juvenile convictions or convictions under youth offender laws.)

If yes, please briefly describe the number of conviction(s), nature of the crime(s), the date and place of conviction and the legal disposition of the case (i.e. Sentence imposed and type of rehabilitation)

DATE NATURE OF CRIME PLACE OF CONVICTION LEGAL DISPOSITION

ATTENTION:

(If you have any questions regarding this statement, ask before signing.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true, complete and correct. I understand and agree that the omission or misrepresentation of any fact in the APPLICATION FOR EMPLOYMENT will be sufficient reason for S&S Home Center to deny me employment. I also understand and agree that should I become employed by S&S and it is later discovered I have omitted or misrepresented any fact in this APPLICATION FOR EMPLOYMENT, in any supplement thereto, or any other corporate record, S&S may immediately terminate my employment upon discovery of such omission or misrepresentation.

I understand that any employment with S&S Home Center, Inc. is for an indefinite term and can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no management official other than the president of the company has any authority to enter into any agreement contrary to the foregoing or to make any assurance or promise (whether oral or written) of continued employment. I understand that hours of work will be set and may be changed by the company. If hired by S&S Home Center, I will comply with all rules and regulations of S&S Personnel Policies and Practices and other communications distributed to employees.

I authorize S&S to obtain a consumer report containing information regarding my prior work-related injuries, claims & lawsuits, driving history, criminal history, education and/or credit in connection with evaluating me for employment, promotion, reassignment or retention as an employee. I authorize S&S to make all necessary and appropriate investigations to verify the information contained herein and I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (accompanying resume, if any), to provide any job-related information that may be required by S&S to arrive at an employment decision. I release anyone who provides such information from all liability for the consequences of providing such information, even if provided negligently.

I understand that S&S reserves the right to require its applicants to drug test. I understand that a positive drug test or refusal to submit to a drug test will preclude my application from further consideration.

SIGNATURE _____ DATE _____