

# Building Materials **Do it Center**

## EMPLOYMENT APPLICATION

### APPLICANT'S INFORMATION

\*PLEASE COMPLETE EACH SECTION EVEN IF YOU DECIDE TO ATTACH A RESUME.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ DOB: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

EMPLOYMENT DESIRED:  FULL-TIME  PART-TIME  SEASONAL

HOW WERE YOU REFERRED TO BUILDING MATERIALS DO IT CENTER? \_\_\_\_\_

ARE YOU PRESENTLY EMPLOYED?  YES  NO IF YES, PLEASE LIST CURRENT EMPLOYER(S)

CAN YOU WORK ON SATURDAYS?  YES  NO CAN YOU WORK ON SUNDAYS?  YES  NO

### EMPLOYMENT ELIGIBILITY

TCI Law prohibits the employment of unauthorized persons. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, work permit, etc.) before being hired.

ARE YOU ABLE TO LEGALLY TO WORK IN THE T.C.I.?  YES  NO

\*IF YES, PLEASE INDICATE IMMIGRATION STATUS: \_\_\_\_\_

HAVE YOU EVER WORKED FOR OUR COMPANY?  YES  NO

\*IF YES, PLEASE INDICATE THE STARTING AND ENDING DATES: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WHO ARE PRESENTLY OR HAVE FORMERLY BEEN EMPLOYED BY OUR COMPANY.  YES  NO

\*IF YES, PLEASE STATE THE NAME OF THE PERSON(S): \_\_\_\_\_

### EDUCATION

HIGH SCHOOL: \_\_\_\_\_ COUNTRY \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GRADUATE?  YES  NO DIPLOMA/CXCS: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ COUNTRY \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GRADUATE?  YES  NO DEGREE/CERTIFICATION/DIPLOMA: \_\_\_\_\_

OTHER: \_\_\_\_\_ COUNTRY \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GRADUATE?  YES  NO DEGREE/CERTIFICATION/DIPLOMA: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

EMPLOYER 1: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY      ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  YES  NO

EMPLOYER 2: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY      ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  YES  NO

EMPLOYER 3: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY      ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  YES  NO

### REFERENCES(PROFESSIONAL ONLY)

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### DISCLAIMER AND SIGNATURE

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

By submitting this application form, I consent to the recruitment, application, background check, and/or onboarding process. I understand typing my name at the end of this application and clicking the submit button will constitute my electronic signature.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Please submit the following documents along with this employment application;**

- |  |   |
|--|---|
| ✓ Copy of your Resume                            | ✓ Copy of Police Record (within last 3 months),   |
| ✓ Proof of Immigration Status or TCI Citizenship | ✓ Copy of driver's license (if applicable to job) |
| ✓ Copy of Passport ID page                       | ✓ Reference letters                               |
| ✓ Copy of NIB card                               | ✓ Copies of professional certificates.            |
| ✓ Copy of NHIP card                              |   |

#### **SPECIAL NOTES:**

- Only short listed applicants will be contacted to attend interview.
- Applicants are required to complete our employment application and take an in-house Math and English test.