



Application For Employment

An Equal Opportunity Employer

We welcome your application for employment. Please provide us with complete information, so that we may give you full consideration of your application. **Please read the Instructions before you begin - Print clearly with ink or type.**

Today's Date: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: () _____ Alternative Phone: () _____

E-Mail: _____ Are you 16 years of age or older? Yes No

POSITION INTEREST

Position you are applying for: _____

Store Location: _____

Distribution Center (Grand Rapids)

Corporate Office (Grand Rapids)

Wage Expected: _____

Hours available:

	M	T	W	Th	F	Sa	Su
FROM							
TO							

Hours available per week _____

Date available to start _____

How were you referred to this Company? _____

Have you been previously employed by L&M Supply? _____ Where/When _____

EDUCATION

Are you currently attending school? Yes No If yes, name of school: _____

Please detail your current and previous education

High School Name, City, State	Total Months Attended	Degree		Major or Field of Study
		Type Diploma, GED, AA, BS, MBA, etc.	Graduated Yes/No	
1				
College, Tech. School or University Name, City, State				
1				
2				
3				

EMPLOYMENT HISTORY

Please list all jobs, beginning with your present or most recent employer. Please include all work, volunteer, self-employment, and military service. If space is not sufficient, list on a separate sheet.

Employer: _____	Your Job Title: _____
City: _____ State: _____	Employment Dates
Supervisor's Name & Title: _____	From: _____ To: _____
Spv. Phone: () _____ E-Mail: _____	Month/Year Month/Year
Describe your job duties: _____ _____ _____	Full Time Average # of Hours Per Week _____
	Part Time Average # of Hours Per Week _____
	Temporary Average # of Hours Per Week _____
Reason for leaving: _____	Hourly/Salary Wages (start & finish) _____

Employer: _____	Your Job Title: _____
City: _____ State: _____	Employment Dates
Supervisor's Name & Title: _____	From: _____ To: _____
Spv. Phone: () _____ E-Mail: _____	Month/Year Month/Year
Describe your job duties: _____ _____ _____	Full Time Average # of Hours Per Week _____
	Part Time Average # of Hours Per Week _____
	Temporary Average # of Hours Per Week _____
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Employer: _____	Your Job Title: _____
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Describe your job duties: _____ _____ _____	Full Time Average # of Hours Per Week _____
	Part Time Average # of Hours Per Week _____
	Temporary Average # of Hours Per Week _____
Reason for leaving: _____	Hourly/Salary Wages (start & finish) _____

Employer: _____ Your Job Title: _____

City: _____ State: _____

Supervisor's Name & Title: _____

Spv. Phone: () _____ E-Mail: _____

Describe your job duties:

Reason for leaving: _____

Employment Dates

From: _____ To: _____

Month/Year Month/Year

Full Time Average # of Hours
Per Week _____

Part Time Average # of Hours
Per Week _____

Temporary Average # of Hours
Per Week _____

Hourly/Salary Wages (start & finish)

Employer: _____ Your Job Title: _____

City: _____ State: _____

Supervisor's Name & Title: _____

Spv. Phone: () _____ E-Mail: _____

Describe your job duties:

Reason for leaving: _____

Employment Dates

From: _____ To: _____

Month/Year Month/Year

Full Time Average # of Hours
Per Week _____

Part Time Average # of Hours
Per Week _____

Temporary Average # of Hours
Per Week _____

Hourly/Salary Wages (start & finish)

Have you ever been involuntarily terminated for any reason? Yes No

If Yes, please explain: _____

PROFESSIONAL REFERENCES

List names and contact information of three professional references. Professional references may include previous co-workers, supervisors, instructors, or other individuals who are familiar with your professional experiences.

Name of Reference	Relationship to Reference	E-Mail	Primary Phone
1			
2			
3			

Applicant's Comments

Please list any additional information that you feel will help us as we evaluate your application and that explains how your education, training, work experience, abilities, and career goals make you the ideal individual to work for L&M Supply.

Please ensure that the application is complete and all questions are answered in their entirety. L&M Supply, Inc. is an equal opportunity employer and will not discriminate with respect to age, gender, race, color, national origin, creed, sexual orientation, marital or family status, disability, status with regard to public assistance, membership or activity in a local human rights commission, or any other factor prohibited by law.

I understand and agree that:

1. L&M Supply will verify as it sees fit that all information and data provided on this application form and any subsequent written or verbal information is true and accurate before making an employment decision with regard to this application for employment.
2. I authorize L&M Supply and any agent acting on its behalf to conduct an inquiry to any job related information provided, either verbal or written.
3. I authorize any individual or organization contracted by L&M Supply to fully answer any and all questions about me, my work history, my work performance, my educational background and my character, to include wages, attendance, and disciplinary action, and that any such individual or organization shall not be held liable for the disclosure of verifiable and valid information.
4. A conditional offer of employment, if extended to me, is subject to and conditioned upon satisfactorily completing all pre-employment requirements, including but not limited to, a criminal background check and a pre-employment drug screening. Any such pre-employment testing will be in accordance to written company policies and that I will have the opportunity to review the applicable policies at the time of the conditional offer of employment.
5. Although management makes every effort to accommodate individual preferences with regards to scheduling, overtime, and/or days off, business needs may not allow for all requests and preferences to be granted and that I am subject all company policies and work rules.
6. I have made every effort possible to provide true and accurate information to L&M Supply and that any misrepresentation or omission of any verbal or written information is sufficient reason for L&M Supply to disqualify me from employment or to terminate my employment.

I hereby certify that I have read, understand, and agree to the above statements. I further understand that I am in no way guaranteed employment by L&M Supply and I do not consider my application for employment to be an employment contract.

Signature of Applicant: _____ Date: _____