

Employment Application



TBM Hardwoods, Inc. is an industry leader in hardwood distribution and manufacturer of custom mouldings and millwork in Hanover, PA. We are growing and looking for motivated people to join our team. Ideal candidates are detail and task oriented and passionate about serving others including customers and teammates.

Please answer all questions. Completed forms can be mailed or dropped off at TBM Hardwoods c/o Baird McIlvain, 370 Poplar Street, Hanover, PA 17331 or emailed to baird@tbmhardwoods.com.

Contact Information

Name (legal first/last):

Address (street, city, state, zip):

Email:

Phone number:

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the USA? Yes No

Job Interest

What position(s) are you applying for with this application:

Are you interested in part time? Full time?

Driver's License Number:

Issuing State:

Are you willing to work overtime? Yes No

Mechanical Trades & Skills

List all heavy, powered equipment you can operate:

List your knowledge or experience of all mechanical equipment:

Education

Name/Location	Dates Attended	Course of Study	Diploma/Degree
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Grammar School

High School

College

Post College

Trade, Business, etc.

Do you have special experience, skills or certifications that might be useful in the position for which you are applying or in other positions with the Company? If so, please explain:

Describe your personal goals as they relate to employment?

Additional Information

Have you previously been employed by TBM Hardwoods? If so, what dates:

Are you related to a TBM Hardwoods employee? If so, employee's name:

Have you been convicted of a felony or misdemeanor or released from prison in the past 10 years? Yes No *A conviction or criminal record will not necessarily exclude you from consideration. This information will only be used for job related purposes and only to the extent permitted by law. If yes, please explain:*

How did you hear about TBM Hardwoods (newspaper ad, employee, etc.)?

Employment History

Begin with your most recent employer. If you require additional space, please attach an additional page.

Employer:	Employment Dates:
Address:	
Phone Number:	Starting Salary/Wage:
Supervisor's Name & Title:	Ending Salary/Wage:
Job Title, Duties & Responsibilities:	No. Hours per Week:
Reason for Leaving:	

Employer:	Employment Dates:
Address:	
Phone Number:	Starting Salary/Wage:
Supervisor's Name & Title:	Ending Salary/Wage:
Job Title, Duties & Responsibilities:	No. Hours per Week:
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Supervisor's Name & Title:	Ending Salary/Wage:
Job Title, Duties & Responsibilities:	No. Hours per Week:
Reason for Leaving:	

If you are currently employed, may we contact your present employer? Yes No
 If not, please explain why?

Qualified applicants receive consideration for employment without discrimination because of gender, martial status, race, color, creed, national origin, age or the presence of a disability.

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information on this application or in an interview is grounds for termination of employment. Unless specifically indicated on this application to the contrary, I authorize my present or previous employers and/or supervisors to give any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of TBMH and understand that my employment and compensation can be terminated with or without notice, at any time, at the option of either the Company or myself. In some states, the law requires that TBMH have my written permission before obtaining consumer reports on me, and I hereby authorize TBMH to obtain such reports. I understand that it is the policy of TBMH to not refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I understand that if hired that I must provide satisfactory proof of identity and legal work authorization. If employed, I agree to submit to a medical examination. **TBM Hardwoods reserves the right to conduct pre-employment and employment drug/alcohol testing. I fully understand the foregoing and seek employment under these conditions.**

Signature:

Date: