

# SAUNDERS

SAUNDERS WOOD SPECIALTIES, INC. 1000  
EAST NINTH STREET NORTH PARK FALLS,  
WI 54552-0149 TELEPHONE 715-762-3916  
SAUNDERSHR@SAUNDERSWOOD.COM

## APPLICATION FOR EMPLOYMENT

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

It is the policy of this company to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal, state, or local law. This company intends to comply fully with all federal, state, and local laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

**INSTRUCTIONS:** *Please print all information.* The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered.

Position(s) Applied For			Date of Application
Last Name	First Name	Middle Name	Other Names You Have Used (ex: Maiden)
Street Address			
Mailing Address			
City	State	Zip Code	
Cell Phone Number	Home Phone Number		
Email Address			

How did you learn about us?

Current Employee  Walk-in  CEP Office  Job Center Website  Job Center Phillips  Other \_\_\_\_\_

### PLEASE CHECK APPROPRIATE RESPONSE

Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Salary requirement:	Date available to start:
Type of employment desired? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> First Shift <input type="checkbox"/> Second Shift	
Have you ever been convicted of a crime? (Exclude seat belt and speeding violations.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give date(s) and conviction(s):	
(Conviction(s) or pending charges will not automatically disqualify an applicant from consideration for employment. Prior conviction(s) or pending charges will be considered only as they relate to the job applied for.)	

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## EMPLOYMENT HISTORY

List previous employment history starting with your current or most recent employment. Please include job-related volunteer, temporary, part-time work, and military experience. List all gaps in work history in spaces provided.

Dates Employed (Month and Year)		Employer:
From	To	Address:
Hours per Week _____		Telephone Number(s):
Starting Salary	Last Salary	Your Job Title(s):
\$ _____ per _____	\$ _____ per _____	Supervisor's Name and Title:
Reason for Leaving Position:		
Specific Duties _____		

Between These Jobs (if applicable):  Unemployed  In School From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_

Dates Employed (Month and Year)		Employer:
From	To	Address:
Hours per Week _____		Telephone Number(s):
Starting Salary	Last Salary	Your Job Title(s):
\$ _____ per _____	\$ _____ per _____	Supervisor's Name and Title:
Reason for Leaving Position:		
Specific Duties _____		

Between These Jobs (if applicable):  Unemployed  In School From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_

Dates Employed (Month and Year)		Employer:
From	To	Address:
Hours per Week _____		Telephone Number(s):
Starting Salary	Last Salary	Your Job Title(s):
\$ _____ per _____	\$ _____ per _____	Supervisor's Name and Title:
Reason for Leaving Position:		
Specific Duties _____		

Attach additional employment history information as necessary.

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EDUCATION					
School	Name, City, State	Number of Years Completed	Did you Graduate?	Choice of Studies / Type of Degree	Grade Point Average
High School	Name				
	City, State				
Technical School or College	Name				
	City, State				
Other	Name				
	City, State				
Military	Branch				
	Duties and Skills Acquired				

ADDITIONAL INFORMATION
State any additional skills/qualifications you feel may be helpful to us in considering your application.

PERSONAL REFERENCES
List name and job title of three business/work related references that are not related to you. If not applicable, list three school or personal references that are not related to you.

1	Name and Job Title	Telephone Number
		<input type="radio"/> Personal <input type="radio"/> Professional
2	Name and Job Title	Telephone Number
		<input type="radio"/> Personal <input type="radio"/> Professional
3	Name and Job Title	Telephone Number
		<input type="radio"/> Personal <input type="radio"/> Professional

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## APPLICATION STATEMENT

Please read the following statements carefully before you initial each paragraph and sign your name.

"I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct. It is understood and agreed that any misrepresentation, false statement, or omissions by me in the application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this Company. I have read, understand and agree to the above statement.

**(Please initial here).** \_\_\_\_\_

I authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions to verify the accuracy of all information provided by me in this application, resume, and/or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations furnishing such information about me.

**(Please initial here).** \_\_\_\_\_

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid.

**(Please initial here).** \_\_\_\_\_

I understand that this application will remain on file for 90 days for consideration. After 90 days, if I am still interested in a position with this Company, it will be necessary for me to complete a new application form."

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date