



LUMBER & HARDWARE, INC.

2557 Tongass Ave.  
Ketchikan, Alaska 99901

Phone: (907) 225-9828  
Sales Office Fax: (907) 225-3496  
Business Office Fax: (907) 247-6943  
www.madisonlumber.com

EMPLOYMENT APPLICATION

Applicant Information

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
*Last First*

Address \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State Zip Code*

Phone No. ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Cell Phone No. ( ) \_\_\_\_\_ Date Available \_\_\_\_\_

Are you at least 18 years of age \_\_\_\_\_ (yes or no)

Education

High School: \_\_\_\_\_  
*School Name School Address*  
\_\_\_\_\_ *Optional From: To:* \_\_\_\_\_ Did you graduate  Yes  No

College \_\_\_\_\_  
*School Name School Address*  
\_\_\_\_\_ *Optional From: To:* \_\_\_\_\_ Did you graduate  Yes  No

Trade School \_\_\_\_\_  
*School Name School Address*  
\_\_\_\_\_ *Optional From: To:* \_\_\_\_\_ Did you graduate  Yes  No

Professional/Job Related References

Full Name: \_\_\_\_\_ Reference's Position \_\_\_\_\_  
Company Name \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
Company Address \_\_\_\_\_

Full Name: \_\_\_\_\_ Reference's Position \_\_\_\_\_  
Company Name \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
Company Address \_\_\_\_\_

**Employment History**

Company Name \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Company Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Employed from \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
*Start Date* \_\_\_\_\_ *End Date* \_\_\_\_\_  
May we contact your previous employer for a job related reference \_\_\_\_\_  
Yes  No

Company Name \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Company Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Employed from \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
*Start Date* \_\_\_\_\_ *End Date* \_\_\_\_\_  
May we contact your previous employer for a job related reference \_\_\_\_\_  
Yes  No

Company Name \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Company Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Employed from \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
*Start Date* \_\_\_\_\_ *End Date* \_\_\_\_\_  
May we contact your previous employer for a job related reference \_\_\_\_\_  
Yes  No

**APPLICANT CERTIFICATION**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Madison Lumber & Hardware, Inc. (the Company) is an equal employment opportunity employer and all persons are encouraged to apply for employment with our organization, regardless of age, sex, religion, national origin, race or disability.

The Company will make reasonable efforts to accommodate any disability that is needed and requested by the applicant, if there is an offer of employment.

**AT WILL STATEMENT**

Nothing on the application is intended to create or imply a contractual relationship. If hired, the employee understands that employment is at will (ie, that it is not for any specific time period or duration, and can be terminated with or without reason at any time). While employment policies or procedures may change from time to time, only a written agreement signed by an authorized representative of the Company can change the employee's at will status.



**PHYSICAL EXAMINATION, INCLUDING DRUG SCREENING**

All applicants at Madison Lumber & Hardware, Inc. are required to consent to a pre-employment physical, at the expense of the Company.

You will also be required to submit to a urinalysis which tests for the presence of drugs or other foreign chemical substances, at the expense of the Company. If the urine sample tests positive, the sample will automatically be re-tested by the third party testing agency. If the second test of the first sample is negative, the applicant will be considered for employment. If the first and/or second test of the first sample tests positive for cannabis, the applicant will be considered for employment but they must submit a second urinalysis test (at the Company's expense) after 30 days. If that urinalysis (the second sample) is positive for cannabis, the employment relationship will be terminated. If the first or second sample is positive for any drug other than cannabis, the applicant will NOT be considered for employment.

If a prospective employee is offered and accepts employment with Madison Lumber & Hardware, Inc. before the results of all tests noted above are known, the employee shall be hired subject to the test results as noted above.

*I have read and understand the foregoing, and I hereby, willingly consent to the physical examination and the tests noted above for the purposes of possible employment with Madison Lumber & Hardware, Inc.*

Signature \_\_\_\_\_

Date \_\_\_\_\_