



Zeeland Lumber Operations, LLC

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an equal opportunity employer

Application for At Will Employment

You will be considered for all positions without regard for color, race, religion, height, sex, national origin, marital status, veteran status, the presence of non-job-related conditions, handicap or any other protected status by law.

Personal Information

Name (last, first, middle)		Date	
Present address (street, state, zip)		How long at this address?	
Home Telephone		Social Security number	
Drivers license number	Expiration date	State of Issue	<input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur
Have you had a vehicular accident in the past 3 years? <input type="checkbox"/> yes <input type="checkbox"/> no how many?		Have you had a moving violation during the past 3 years? <input type="checkbox"/> yes <input type="checkbox"/> no how many?	
Are you a US citizen? <input type="checkbox"/> yes <input type="checkbox"/> no	Are you authorized to work in the US? <input type="checkbox"/> yes <input type="checkbox"/> no	Can you provide proof of employability as required by law? <input type="checkbox"/> yes <input type="checkbox"/> no	

Proof of citizenship or immigration will be required at time of employment.

Have you been convicted of a crime in the last 7 years? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, where, when, and what was the nature of the offense?		
Are you under 18 years of age? <input type="checkbox"/> yes <input type="checkbox"/> no	If under 18, can you provide a work permit? <input type="checkbox"/> yes <input type="checkbox"/> no	Can you travel if required? <input type="checkbox"/> yes <input type="checkbox"/> no	
Position you are applying for:	Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Have you ever applied for employment here before? <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you ever been employed by our company? <input type="checkbox"/> yes <input type="checkbox"/> no	Do you have experience in the building materials industry? <input type="checkbox"/> yes <input type="checkbox"/> no	On what date would you be able to start work?	
Are you currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no	If so, why do you wish to change?		
May we contact your present and previous employers? <input type="checkbox"/> yes <input type="checkbox"/> no	How did you learn about our company?		

Personal Information

Type of School	Name & Location	Major Field of Study?	Did you Graduate?	GPA
High School (last attended)			<input type="checkbox"/> yes <input type="checkbox"/> no	
College			<input type="checkbox"/> yes <input type="checkbox"/> no	
Other			<input type="checkbox"/> yes <input type="checkbox"/> no	



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Personal Information

Please start with most recent employer: List all employment, including part-time or temporary positions.

Employer	Phone	Dates employed From: To:
Address	Beginning salary	Ending salary
Name of Supervisor	Reason for leaving	
Title and duties at beginning of employment.	Title and duties at end of your employment.	
Employer	Phone	Dates employed From: To:
Address	Beginning salary	Ending salary
Name of Supervisor	Reason for leaving	
Title and duties at beginning of employment.	Title and duties at end of your employment.	

References

Name and occupation	Address	Phone
Name and occupation	Address	Phone
Name and occupation	Address	Phone

Military Status

Branch of service	Rank held Entry Release	Nature of duties
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What specialized training did you receive?

Do you have a Reserve or National Guard obligation? <input type="checkbox"/> yes <input type="checkbox"/> no	If so, please describe?
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Special Skills & Qualifications

Check skills performed or equipment operated.

- | | | | |
|-------------------------------------|---|--|--|
| <input type="checkbox"/> Lift Truck | <input type="checkbox"/> Radial arm saw | <input type="checkbox"/> Band saw | <input type="checkbox"/> Estimation |
| <input type="checkbox"/> Jointer | <input type="checkbox"/> Panel arm saw | <input type="checkbox"/> Drafting | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Table saw | <input type="checkbox"/> Planer | <input type="checkbox"/> Blueprint reading | <input type="checkbox"/> Computer keyboard |

Computer programs you are familiar with.

- | | | | |
|--------------------------------------|-------------------------------------|---------------------------------|---|
| <input type="checkbox"/> Office 2000 | <input type="checkbox"/> Dimensions | <input type="checkbox"/> Access | <input type="checkbox"/> Microsoft Powerpoint |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Quickbooks | <input type="checkbox"/> Word | <input type="checkbox"/> Microsoft Publisher |
| <input type="checkbox"/> Excel | | | |

List any other special skills, training, management, experience or qualifications you feel will be helpful to us in considering your application:



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Special Skills & Qualifications

In exchange for the consideration of my employment application by Zeeland Lumber Operations, LLC herein after called (the Company) I agree to the following:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment "at will" relationship between it and undersigned, and that relationship cannot be altered except by written instrument signed by the President or General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, with or without cause, and with or without notice. If employed, I understand that the Company may unilaterally change or revise their benefits, policies, and procedures, and such changes may include reduction in benefits.

In connection with my application for employment, I authorize this prospective employer to contact any or all previous employers to discuss my employment history, including reasons for termination of past employment. I also authorize this prospective employer to obtain a copy of my driving record from the Michigan Secretary of State or from the Secretary of State's offices in those states in which I held previous employment. I also authorize this prospective employer to confirm any or all information contained in this employment application and I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.

(1) The Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

In connection with the routine processing of your employment application, the Company may request from a reporting agency, an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. I agree that any claim or lawsuit that relates to my employment or termination of employment with Zeeland Lumber Operations, LLC must be brought within (a) 180 days of the events giving rise to the claim, or (b) the time limit specified by statute, whichever is shorter. Any statute of limitations that exceeds this time limit is expressly waived by me.

Applicant's Signature

Date

We are an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Zeeland Lumber Operations, LLC depends solely on your qualifications.

Do not write in this area - For HR use only

Interviewed by: _____

Date: _____

At will employment explained by: _____

Date: _____

Hired? Yes / No Position: _____

Hourly rate / Salary: _____

Start date: _____

Approved by: _____





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Driver information sheet

Note: only person applying for positions as drivers need to complete this section

Driver's licenses held in the past three years must be shown.	State	License Number	Type	Expiration Date

Experience

Type of Equipment (van, flat bed, semi, etc.)	Date		Approximate total number of miles driven
	From	To	

Accident Record

Date(s)	Type of accident (head on, rear end, etc.)	Fatalities	Injuries
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Traffic Convictions

List all convictions and forfeitures for the past three years (other than parking violations)

Location (city & state)	Date	Charge	Penalty

Driver Information

- 1) Have you ever been denied a license, permit, or privilege to operate a motor vehicle? yes no
- 2) Has your license, permit, or privilege to drive ever been suspended or revoked? yes no
- 3) Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations? yes no

If the answer to any of the above questions is yes, list details.

Date of Birth

The US Department of Transportation requires that driver applicants state their date of birth 391.219 (b) (2)

To be read and signed by applicant

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations for the Company. I understand that by law, the Company requires all persons applying for a truck driving position of vehicles weighing 26,001 pounds or more must undergo a pre-employment drug test. I understand that refusal to undergo this test will be considered a withdrawal of my application for employment. I also understand that if the test discloses the presence of a foreign substance, I will be denied employment. I understand that the information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- > Review information provided by previous employers;
- > Have errors in the information corrected by previous employers and for those employers to re-send corrected information to the prospective employer; and
- > Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree as to the accuracy of the information.

Applicant's Signature: _____ Date: _____