

To be completed for applicants applying for Truck Driver positions or personnel who will have a company vehicle:

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No
 Has any license, permit or privilege ever been suspended or revoked? Yes No

If answer is yes to either question above, please attach a statement giving details.

Driving Experience

Class Of Equipment	From	To	Approximate # of Miles
Straight Truck			
Tractor & Semi Trailer			
Tractor - Two Trailers			
Box Truck			
Boom Truck			
Moffet			
Other:			

Employment History for the last ten years - required for all truck driver positions. Please list history below:

Company	Dates of Employment	Address	City	State	Phone	Job Duties

Traffic convictions and forfeitures for the past 3 years (other than parking violations)

Location	Date	Charge	Penalty

EXPERIENCE & QUALIFICATIONS - DRIVER

Driver's Licenses	State	License No.	Type	Expiration Date	DOT Card Exp Date	DOT CARD STATE

I hereby authorize you to release the following information to Hancock Lumber for purposes of investigation as required by Section 391.223 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

_____ Date: _____ Date of Birth: _____
 Applicant Signature



Hancock Lumber Employment Application

Applicants are considered for all positions, and employees are treated, during employment, without regard to age, race, color, religion, sex, national origin, disability or any other prohibited basis of discrimination, as provided under applicable state and federal law.

Personal Information:

Last Name: _____ First Name: _____ Middle: _____
 Mailing Address: _____ Town: _____ City: _____ Zip: _____
 Phone: _____ Cell: _____ SS # _____
 Position (s) applied for: _____
 Part - Time Full - Time Seasonal Part - Time

Have you ever worked for Hancock Lumber Company before? Yes No If yes, where and when? _____

Are you at least 18 years old? Yes No If no, are you younger than 16? Yes No

If no, do you have a work certificate? Yes No

Have you ever been convicted of a felony? Yes No

List any Hancock Lumber employees who are friends or relatives of yours:

Name: _____ Relationship: _____
 Name: _____ Relationship: _____

Employment History:

Are you currently employed? Yes No May we contact your current employer for a reference? Yes No

Current or Last Employer:

Company: _____ Address: _____
 Tel: _____ Supervisor's Name: _____ Supervisor's Phone: _____
 Position(s): _____ Date Hired: ___/___/___ Date Left: ___/___/___
 Reason for leaving: _____
 Rate of Pay: \$ _____ Responsibilities: _____

Previous Employers:

Company: _____ Address: _____
 Tel: _____ Supervisor's Name: _____ Supervisors Phone: _____
 Position(s): _____ Date Hired: ___/___/___ Date Left: ___/___/___
 Reason for leaving: _____
 Rate of Pay: \$ _____ Responsibilities: _____

Company: _____ Address: _____
Tel: _____ Supervisor's Name: _____ Supervisor's Phone: _____
Position(s): _____ Date Hired: ___/___/___ Date Left: ___/___/___
Reason for leaving: _____
Rate of Pay: \$ _____ Responsibilities: _____

Company: _____ Address: _____
Tel: _____ Supervisor's Name: _____ Supervisor's Phone: _____
Position(s): _____ Date Hired: ___/___/___ Date Left: ___/___/___
Reason for leaving: _____
Rate of Pay: \$ _____ Responsibilities: _____

***If you need additional room please attach a separate document with additional employment history.

References:

Please list three professional references:

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

Educational Background:

High School : _____ Address: _____

Graduated: Yes No Major: _____ If no, GED? Yes No

(Employment skill test required if no diploma or GED)

College or University: _____ Address: _____

Graduated: Yes No Major: _____ Degrees: _____

Other Skills or Formal Education:

Applicant Drug Testing Policy:

Hancock Lumber Company promotes a drug free workplace.

To help accomplish this, all offers of employment are made conditional upon the candidate receiving a negative result on tests for amphetamines, cocaine, marijuana, opiates, and phencyclidine. This policy takes its authority from and is in compliance with 26 MRSA v.7, sub-c III-A. This Act and Substance Abuse Testing Policy procedures and any additional information are available for examination upon request during working hours in the Safety Department.

As part of pre-employment physical examination, a urine sample will be taken for the purpose of drug testing. The testing of the sample will be conducted by a laboratory certified by the State of Maine Department of Human Services. The results are given to the HR department on a total pass/fail format. The results are treated as confidential. The applicant will be informed of the results and has the right to have a copy of the results. Failure to participate in the drug testing program will disqualify an applicant for employment at Hancock Lumber Company.

Tobacco Free Workplace Policy:

Hancock Lumber Company promotes a tobacco free workplace. Tobacco product (s) usage is strictly prohibited on all company property and in all company vehicles.

Applicant's Statement and Acknowledgement of all policies outlined in this job application:

These answers are true and complete to the best of my knowledge. Hancock Lumber may investigate all statements contained in this application. I understand any false or misleading information provided may result in my immediate discharge, if hired. I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT AND THAT IF HIRED, REGARDLESS OF ANY ORAL REPRESENTATIONS TO THE CONTRARY, THE EMPLOYMENT RELATIONSHIP BETWEEN MYSELF AND HANCOCK LUMBER IS TERMINABLE-AT-WILL. ANY CHANGES IN THIS EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING.

I also understand that any offer of employment will be conditional upon a health evaluation by a selected Occupational Health & Rehab facility, to determine whether I can perform the physical job functions required. I authorize Hancock Lumber to make a thorough investigation of my past employment, education, and job-related activities and I release from all liability all persons, companies, and corporations supplying information. I also indemnify Hancock Lumber against any liability which might result from making such investigation.

Please sign to indicate that you have read and understand all policies outlined in this job application.

Signature of Applicant

Please Print Name

Date

How did you learn about Hancock Lumber Company: (please circle all that apply)

Maine Today. Com Web Site • Jobs-In-Maine.com • Hancock Lumber Web Site • Job Fair

Employee - Friend - Relative Referral • Newspaper Advertisement • Hiring Banner at Company Location

Other: _____



Next Section to be completed by Truck Drivers or Applicants who will operate a company vehicle i.e. Account Managers.