

# STONEHOUSE BUILDING PRODUCTS



**8025 Bluegrass Dr.  
Florence, KY 41042  
Fax: 859-980-1096**

## EMPLOYMENT APPLICATION

*STONEHOUSE BUILDING PRODUCTS considers all applicants based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.*

SECTION A: PERSONAL INFORMATION <i>Complete all applicable information</i>	
Position Applied For	Date of Application
Last Name	First Name
Middle Name	
Address	Street
City	State
Zip	
Telephone Number (Primary)	Telephone Number (Alternate)
SECTION B: GENERAL	
Are you interested in: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	
If offered a position, when are you available to start ____/____/____	Desired Annual Salary/Wages
How were you referred to us?	
<input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Personal Inquiry <input type="checkbox"/> Radio <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other: _____	
Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof of your eligibility to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? (A yes answer will not automatically disqualify you from employment.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied for employment with STONEHOUSE BUILDING PRODUCTS before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the date: ____/____/____	
Has the company ever employed you before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the date: ____/____/____	
Are you available to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives working at STONEHOUSE BUILDING PRODUCTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who? _____	
Driving Positions Only	
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C: EDUCATION**

School	Name and Location	Course of Study	Years Completed	Diploma/Degree
High School			1 2 3 4	
College			1 2 3 4	
Graduate School			1 2 3 4	
Other (Specify)			1 2 3 4	

**SECTION D: MILITARY SERVICE**

Were you in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what branch?
Rank at the time of discharge	Have you had any job related training in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.		

**SECTION E: EMPLOYMENT HISTORY** *List your last three employers, starting with your most recent one first.*

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

**SECTION F: PERSONAL/PROFESSIONAL REFERENCES**  
*(Do not include family members or past supervisors)*

Name	Phone Number	Best Time to Call	Occupation

**SECTION G:** *Please provide an explanation of any gaps in your employment.*


**SECTION H:** *Please describe any training or specialized skills.*


**SECTION I: APPLICANT'S STATEMENT** *Please read the following statements carefully.*

I, the undersigned, understand that I am being considered as a potential employee of STONEHOUSE BUILDING PRODUCTS and hereby certify that:

1. In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, STONEHOUSE BUILDING PRODUCTS is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.
2. I understand that if I am hired, such hiring will not be for any definite period of time. Furthermore, I understand, that if I am hired, I will be an employee at-will and I can be terminated at any time, with or without cause and with or without notice.
3. I understand that my status as an at-will employee, and the terms and conditions of that employment cannot be changed except in writing and signed by the President of STONEHOUSE BUILDING PRODUCTS.
4. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
5. I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

_____ Signature of Applicant	____/____/____ Date
---------------------------------	------------------------

**OFFICE USE ONLY**

Applicant Hired:     Yes     No    If yes, start date: \_\_\_\_\_

Starting Salary /Wage:    \$ \_\_\_\_\_ / per year/hour



## **AUTHORIZATION TO CONDUCT BACKGROUND CHECKS**

In connection with my application for employment with STONEHOUSE BUILDING PRODUCTS (the "Company"), I hereby agree as follows:

### **1. GENERAL CONSENT TO BACKGROUND INVESTIGATION**

As a condition of Company's consideration of my employment application, I give permission to Company to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on my employment application.

### **2. CONSENT TO CONTACT PAST EMPLOYERS**

I specifically give permission to Company to contact all of my prior employers for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Company, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Company. I further waive all rights I may have under law to receive a copy of any written statement provided by any of my former employers to Company. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this Agreement.

### **3. CONSENT TO CONTACT GOVERNMENT AGENCIES**

I further give permission to the Company to receive a copy of any information obtained in the file of any federal, state, or local court, or governmental agency concerning or relating to me. I further consent to the release of such information and waive any right under law concerning notification of the request for a release of such information. In the event a law does not provide for prospective employers to have access to information, I hereby delegate Company as my agent for the receipt of information. I understand that the scope of this investigation will be limited as required by applicable law.

### **4. COOPERATION WITH INVESTIGATION**

I agree to fully cooperate in Company's background investigation, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information. In the event that any former employer or federal, state, or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

### **5. FCRA AUTHORIZATION**

I understand that, as a condition of my consideration for employment with Company, or as a condition of my continued employment with Company, Company may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, BMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to Company's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, Company will provide me with a copy of any such report if the

information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Company. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

**6. MISCELLANEOUS**

This Agreement represents the entire understanding and agreement relating to its subject matter. Company shall be entitled fully to rely on this Agreement. I understand that I have no guarantee of employment and that the Company may determine not to hire me for any lawful reason.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Current Zip Code



## Drug and Alcohol Test Consent Form

I hereby CONSENT to allow a specimen of my hair, urine, or blood to be taken and submitted for a pre-employment, random, or reasonable suspicion, return to duty, or follow-up drug and alcohol test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to **STONEHOUSE BUILDING PRODUCTS**. In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available.

I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against **STONEHOUSE BUILDING PRODUCTS**, the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and SAVE HARMLESS **STONEHOUSE BUILDING PRODUCTS**, the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

I UNDERSTAND that a confirmed pre-employment positive test will disqualify me from consideration for employment at **STONEHOUSE BUILDING PRODUCTS**. I FURTHER UNDERSTAND that if I am hired by the Company and I fail to pass any drug or alcohol test while employed, I may be subject to disciplinary action up to and including termination.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name