

It is the policy of Home Builders Supply Company to provide employment, training, compensation, promotion and other conditions of employment based on qualifications, without regard to race, religion, national origin, sex, age, veteran status, or disability.

HOME BUILDERS SUPPLY COMPANY
2000 DICKINSON AVENUE
GREENVILLE, NC 27835

CONFIDENTIAL

PRE-EMPLOYMENT APPLICATION

NAME			
Last	First	Middle	
ADDRESS			
No. & Street	City	State	Zip
TELEPHONE NO. _____		ALTERNATIVE TEL. NO. _____	
Area Code/No.		Area Code/No.	
SOCIAL SECURITY NO. _____			
Are you under 18 Years of Age? () Yes () No			
If hired, can you provide written evidence that you are authorized to work in the U.S.? () Yes () No			

JOB INTEREST

POSITION FOR WHICH YOU ARE APPLYING: _____	SALARY REQUIREMENT: _____
HOW DID YOU HEAR OF THIS POSITION: _____	
DATE AVAILABLE: _____	OTHER POSITIONS FOR WHICH YOU ARE QUALIFIED: _____

EMPLOYMENT HISTORY

DATE	NAME & ADDRESS - EMPLOYER	1 JOB TITLE			DESCRIBE MAJOR DUTIES	WAGES	REASON FOR LEAVING
		2 DEPARTMENT	3 SUPERVISOR				
FROM		1				STARTING	
		2				\$	
TO		3				FINAL	
				\$			
FROM		1				STARTING	
		2				\$	
TO		3				FINAL	
				\$			
FROM		1				STARTING	
		2				\$	
TO		3				FINAL	
				\$			

Have you ever worked for Home Builders Supply Co.? () Yes () No
If yes, Date of Service: From _____ To _____ Position _____

Are you fully able to perform the essential duties of the job for which you have applied with or without reasonable accommodation? _____ If "No", please describe any tasks which you are not able to perform with or without a reasonable accommodation. _____

Have you ever been convicted of a felony? _____
If Yes, please describe fully the criminal conviction(s), listing the nature of the offense, your age at the time of the offense and any rehabilitation since the conviction(s) _____

*A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED IN EACH SCHOOL CATEGORY	GRADE SCHOOL	HIGH SCHOOL	TECH. SCH.	COLLEGE	GRAD. SCH.
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3	1 2 3 4	1 2 3 4
NAME		LOCATION		COURSE - DEGREE	STANDING
GRADE SCHOOL					
HIGH SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
APPRENTICE, BUSINESS, TECHNICAL OR VOCATIONAL SCHOOL					
SPECIAL TRAINING OR SKILLS EQUIPMENT OPERATED, SPECIAL COURSES, ETC.					

REFERENCES
(DO NOT INCLUDE RELATIVES)

NAME	OCCUPATION	YEARS KNOWN	TELEPHONE NUMBER
1			
2			
3			

APPLICANT'S STATEMENT

I, the undersigned, agree that this organization may make any lawful inquiry that it considers necessary to determine my eligibility for employment. I authorize this organization to seek and obtain from my present and former employers, schools, and personal references, information relating to my qualification for employment. I release this organization and all persons and entities furnishing such information to this organization from any liability arising from dissemination or publication of such information.

I understand that any job offer with this organization is conditioned upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986.

If I am employed, I agree to adhere to all rules and regulations of this organization. I understand that such rules and regulations can be changed at the organization's discretion. I understand that my employment is at will and can be separated at any time, for any reason, with or without notice. I understand that no representative of this organization can make any agreement for my employment, the only exception being a written employment agreement between me and the organization signed by the Human Resources Director or the President.

I agree that the first three months of my employment will be an evaluation period.

AGREEMENT FOR DRUG AND ALCOHOL TESTING. I freely and voluntarily agree to submit to a drug test as part of my application for employment. I understand that either refusal to submit to the test or failure to meet the standards established by this organization for this test may disqualify me for employment. I further agree that, at any time during my employment with this organization, I may again be required to take a drug test. I understand that refusal to take a required drug test will result in immediate discharge from employment and that failure to meet the standards for the test may result in immediate suspension or discharge. I also agree to be test, upon request for being under the influence of alcohol or non-prescription drugs while at work, such test to take place immediately after the request.

All information provided in this application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for employment and my result in discharge, regardless of when discovered.

I have read and understand the foregoing and I agree unconditionally to the foregoing.

SIGNATURE _____ DATE _____