



1001 Perry Street • Algoma, Wisconsin 54201  
 920.487.5221 • 1.800.678.8910 • FAX 920.487.3636  
[www.algomahardwoods.com](http://www.algomahardwoods.com) • HR: [bill@algomahardwoods.com](mailto:bill@algomahardwoods.com)

## APPLICATION FOR EMPLOYMENT

ALGOMA HARDWOODS, INC., and its subsidiaries require all candidates chosen for employment to submit to a pre-employment drug screening. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Fill out this form, print it and submit via fax or mail.

Position and Shift Applied for

Date

Last Name

First Name

Middle Name

Address Number

Street

City

State

Zip Code

Telephone Number(s)

Social Security Number

Best time to contact you at home is:

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Have you ever been employed with us before? If yes, give date.

Are any friends or relatives employed at any of the Algoma Group companies? If yes, state name, relationship and location.

Are you currently employed?

May we contact your present employer?

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
 Proof of citizenship or immigration status will be required upon employment.

Date available for work?

What is your desired salary range?

Are you currently on "lay-off" status and subject to recall?

Can you travel if the job requires? If yes, what percent?

How did you find out about this position?

What online resources do you use in your job search?

### EDUCATION

Name and Address of School

Major

Yrs. Completed

Degree

High School

Undergraduate College

Graduate/Professional

Other

Additional training, seminars, military experience or job related education that would assist in the evaluation process:

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the position for which you are applying?

Job Descriptions may be available online. [We are an Equal Opportunity Employer.](#)



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**EMPLOYMENT EXPERIENCE**

Current Employer                      Address                      Telephone Number(s)

Current Job Title                      Employment Dates (From/To)                      Supervisor

Reason for Leaving                      Human Resources Contact                      Base Pay & Bonus

Primary Job Responsibilities and Other Positions Held

Prior Employer                      Address                      Telephone Number(s)

Job Title                      Employment Dates (From/To)                      Supervisor

Reason for Leaving                      Human Resources Contact                      Base Pay & Bonus

Primary Job Responsibilities and Other Positions Held

Prior Employer                      Address                      Telephone Number(s)

Job Title                      Employment Dates (From/To)                      Supervisor

Reason for Leaving                      Human Resources Contact                      Base Pay & Bonus

Primary Job Responsibilities and Other Positions Held

**REFERENCES** (Do not include family members or past supervisors.)

Name	Occupation	Years Known	Phone	Personal or Professional
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**APPLICANT'S ACKNOWLEDGEMENT**

I certify that the answers given are true and complete.

I authorize investigation of all statements contained in this Application as may be necessary in arriving at an employment decision.

This Application shall be considered active for a period of time not to exceed 90 days. Any applicant who would like to be considered for employment beyond this period of time may be required to resubmit another application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the organizations included in the Algoma Group of companies is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time, with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless an authorized executive of the organization specifically acknowledges such change in writing.

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 of the employer.

Applicant Signature

Date