

# Hammond Lumber Company

## MAIN OFFICE

2 Hammond Drive PO Box 500 Belgrade, Maine 04917  
Tel. (207) 495-3303 Fax (207) 495-2304 www.hammondlumber.com

**AUBURN**

282 POLAND ROAD  
AUBURN, ME 04210  
207-784-4009

**BANGOR**

1087 HAMMOND STREET  
BANGOR, ME 04401  
207-945-9416

**BELGRADE**

2 Hammond Drive  
Belgrade, ME 04917  
207-495-3303

**BOOTHBAY HARBOR**

276 Townsend Avenue  
Boothbay Harbor, ME 04538  
207-633-4474

**BRUNSWICK**

20 Spring Street  
Brunswick, ME 04011  
207-729-9924

**DAMARISCOTTA**

511 Main Street  
Damariscotta, ME 04543  
207-563-1200

**FAIRFIELD**

5 Summit Street  
Fairfield, ME 04937  
207-453-7322

**FARMINGTON**

389 Farmington Falls Road  
Farmington, ME 04938  
207-778-3518

**GREENVILLE**

17 Minden Street  
Greenville, ME 04441  
207-695-4583

**PEMAQUID**

2089 Bristol road  
Pemaquid, ME 04558  
207-677-2652

**PORTLAND**

300 Riverside Street  
Portland, ME 04103  
207-771-8880

**SKOWHEGAN**

34 Pennell Street  
Skowhegan, ME 04976  
207-474-8122

**WILTON**

946 US Route 2 East  
Wilton, ME 04294  
207-778-6969

Fill out this application only if you are  
applying for any non-driver position.

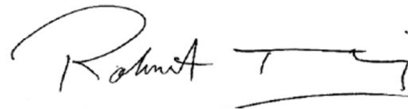
Please indicate which locations you are applying for by checking the appropriate boxes.

## General Application

Dear Applicant,

*This application should be filled out completely and legibly. Hammond Lumber Company does not accept applications that indicate "see resume" in lieu of completing application information. Please check all information for accuracy, including previous employers' phone numbers, then sign and date the back of the application.*

Sincerely,



Robert Thing

Director of Operations

# Hammond Lumber Company

Form # RJA400

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Radio	<input type="checkbox"/> Relative	<input type="checkbox"/> Referred by: _____		
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	<input type="checkbox"/> Other		
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number (optional)		
Best time to contact you at home is: .....			_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
If you are under 18 years of age, can you provide proof of your eligibility to work?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Have you ever filed an application with us before?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
If Yes, give date _____					
Have you ever been employed with us before?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
If Yes, give date _____					
Are you currently employed?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
May we contact your present employer?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
<i>Proof of citizenship or immigration status will be required upon employment</i>					
Date available for work ____/____/____		What is your desired salary range? _____			
Are you available to work:					
<input type="checkbox"/> Full Time					
<input type="checkbox"/> Part Time (please indicate <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening					
<input type="checkbox"/> Temporary (please indicate dates available ____/____/____ - ____/____/____)					
Are you currently on "lay-off" status and subject to recall?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Can you travel if a job requires it?.....			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or any other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

**Explain any gaps in your employment**

# ADDITIONAL INFORMATION

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Have you been convicted of a felony within the last 7 years?  
(Conviction will not necessarily disqualify an applicant from employment.)

Yes

No

If yes, please explain:

Please list all names you have used in the last 7 years if different than the name you are using now:

Signature \_\_\_\_\_

# EDUCATION

	Name & Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extracurricular activities which you feel are relevant to the job for which you are applying. You may exclude anything which would reveal gender, race, religion, national origin, age, ancestry, disability or any other protected status.

Describe any job-related training received in the United States Military which you feel is relevant to the job for which you are applying.

# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special skills and qualifications acquired from employment or other experience which you believe are relevant to the job for which you are applying.

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## SPECIALIZED SKILLS (Check Skills / Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Machinery (List)	Other (List)
<input type="checkbox"/> Personal Computer / MAC	<input type="checkbox"/> Word Processing		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Telephone System Multi-Line		
_____ Words Per Minute			

## REFERENCES

1.	Name	Phone Number
	Address	
2.	Name	Phone Number
	Address	
3.	Name	Phone Number
	Address	
4.	Name	Phone Number
	Address	

**Authorization for Investigation and Release of Information and Release of Claims**

**To be read and signed by applicant**

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize Hammond Lumber Company to investigate all information set forth in my application, by contacting all my prior employers and other references set forth above, and by any and all other means authorized or permitted by law. I understand that if I am hired, omissions or false or misleading statements in this application or in interviews will be grounds for immediate termination of my employment.

I hereby release Hammond Lumber Company and any and all persons and organizations providing any information to Hammond Lumber Company from any and all claims and liabilities of any kind resulting from any such investigation or from the furnishing of any information and response to such an investigation.

I hereby understand and acknowledge that any employment relationship with Hammond Lumber Company is of an “*at will*” nature. This means that all employment with the Company is of an indefinite duration, and is terminable at any time for any reason, with or without notice, either by the employee or by the Company. The only persons who have the authority to bind the Company to employment on any other basis are the Company President and the Vice President, and any such agreement must be in writing and signed by one of them.

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Dated

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Signature

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Print Full Name