# APPLICATION FOR EMPLOYMENT

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.

## (PLEASE PRINT) Position(s) Applied For Date of Application How Did You Learn About Us? Advertisement ☐ Friend ☐ Inquiry ☐ Employment Agency Relative Other Last Name First Name Middle Name Address Number Street City State Zip Code Social Security Number Telephone Number(s) Best time to contact you at home is: If you are under 18 years of age, can you provide required ☐ Yes ☐ No proof of your eligibility to work? Have you ever filed an application with us before? Yes No If Yes, give date Have you ever been employed with us before? Yes No If Yes, give date Do any of your friends or relatives, other than spouse, work here? Yes No If Yes, state name, relationship and location Are you currently employed? Yes No Yes No May we contact your present employer? Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No Proof of citizenship or immigration status will be required upon employment. Date available for work / What is your desired salary range? Are you available to work: Full Time (Please indicate 1 2 3 shift) Part Time (Please indicate Mornings Afternoon Evenings) Temporary (Please indicate dates available \_\_\_\_/\_\_\_\_ - \_\_\_/\_\_\_) Are you currently on "lay-off" status and subject to recall? Yes No Can you travel if a job requires it? Yes No WE ARE AN EQUAL OPPORTUNITY EMPLOYER

#### **EDUCATION** Years Diploma / Name and Address School Course of Study Completed Degree of School **High School** Undergraduate College Graduate/ **Professional** Other (Specify) WORK EXPERIENCE Start with your present or last 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 other protected status. **Dates Employed** Employer Work Performed From Address Telephone Number(s) Hourly Rate/Salary Starting Final Starting/Present Job Title Supervisor Reason for Leaving May We Contact? Yes □ No **Dates Employed** Employer Work Performed From Address Telephone Number(s) Hourly Rate/Salary Starting Final Starting/Present Job Title Supervisor Reason for Leaving May We Contact? Yes. □ No **Dates Employed** Employer **Work Performed** From Address Telephone Number(s) Hourly Rate/Salary Starting Final Starting/Present Job Title Supervisor Reason for Leaving May We Contact? Yes □ No **Dates Employed** Employer **Work Performed** Address Telephone Number(s) Hourly Rate/Salary Starting Final Starting/Present Job Title Supervisor Reason for Leaving May We Contact? ☐ Yes □ No

Comments: Include explanation of any gaps in employment.							

### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

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

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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

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.

Signature of Applicant

Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



Woodson Wholesale, Inc., Woodson Lumber & Hardware, Inc., Woodson Lumber Company Of Brenham, Inc., Woodson Lumber Company Of Caldwell, Inc., and Woodson Lumber Company Of Lexington, Inc.

Substance Abuse & Prohibited Articles Policy

Notice to Applicants-Pre-Employment

Woodson Wholesale, Inc is firmly committed to maintaining a drug-free workplace. Consistent with that objective, we require all applicants accepted for employment to pass a drug test as part of our employment process, please be advised that all offers of employment are contingent upon satisfactory results of a drug screening test. All applicants who are considered for employment are required to sign a Drug Screening Consent Agreement authorizing the Company to have its designated laboratory perform the drug screening test. Applicants who refuse to sign the agreement will not be considered for employment. Those applicants who test positive for drug usage, or show evidence of adulteration, substitution, or dilution, will be denied employment with the Woodson Companies for a period of at least one (1) year, and the Company has no obligation to hire the applicant at any time subsequently.

I understand and agree that any offer of employment to me by any of the Woodson Companies (as Referenced above) is contingent upon the outcome of drug testing, to be arranged at Woodson's expense. I agree to supply a specimen of my urine for analysis as part of Woodson's drug screening program. I understand that if I fail to pass the pre-employment drug screen, e.g., if my urine specimen is positive for controlled substances or if my urine specimen shows any evidence of adulteration, substitution or dilution, I will be disqualified from further employment consideration with the Woodson Companies for at lease one year, and the Company retains the right to refuse employment at any time subsequently. I understand and agree that my failure or refusal to sign this Drug Screening Agreement or to provide said specimen for analysis at the time requested will also disqualify me from further consideration with the Woodson Companies.

Applicant Signature	Date
Print Name of Applicant	
Witness Signature	Date
Print Name of Witness	

Woodson Wholesale, Inc., Woodson Lumber & Hardware, Inc., Woodson Lumber Company Of Brenham, Inc., Woodson Lumber Company Of Caldwell, Inc., and Woodson Lumber Company Of Lexington, Inc.

Substance Abuse & Prohibited Articles Policy

Drug Screening Consent/Pre-Employment

I agree to read and understand the Company's Substance Abuse & Prohibited Articles Policy and agree to be bound thereby for purposes of applying for, and if offered, accepting employment any of the Woodson Companies.

Specifically, I understand and agree to undergo substance (drug & alcohol) screening of my blood, urine, saliva, or otherwise for purposes of assuming employment. I further understand and agree that, once employed, upon reasonable suspicion, or if I am involved in an accident or safety incident where there is reasonable suspicion, I will be subject to further substance screening or face disciplinary consequences, up to and including loss of employment. I hereby authorize any Company Employee, Designated Physician, Laboratory, Hospital, or Medical Professional to conduct screening and provide the results thereof to the Company, and I release any such designated institution or person from liability therefore, including, but not limited to, claims of defamation.

I also understand and agree that, once employed, certain areas, such as my work area, desk, files, any Company Motor vehicle, my personal car, lunch box, wallet or purse, and outer clothing may be subject to search, without cause or on suspicion of substance possession, depending upon the circumstances, as set forth in this policy.

Applicant Signature	Date

Woodson Wholesale, Inc., Woodson Lumber & Hardware, Inc., Woodson Lumber Company Of Brenham, Inc., Woodson Lumber Company Of Caldwell, Inc., and Woodson Lumber Company Of Lexington, Inc.

I hereby acknowledge and agree any offer Companies is contingent upon my success Drug Screening and the Auto Insurability.	, ,
I Consent to the Woodson Companies obta Auto Insurability purposes.	aining my driving record strictly for
Applicant Signature	Date

# <u>CERTIFICATION, RELEASE, AND</u> AUTHORIZATION FOR RELEASE OF INFORMATION

- 1. With this Certification, Release, and Authorization for Release of Information (this "Release") I, the undersigned individual, hereby certify that the information provided on my application for employment with Woodson Wholesale, Inc., Woodson Lumber & Hardware, Inc., Woodson Lumber Company of Brenham, Inc., Woodson Lumber Company of Caldwell, Inc. and/or Woodson Lumber Company of Lexington, Inc. (collectively, the "Company") is accurate to the best of my knowledge and subject to investigation and verification by Company. I authorize the Company and its agents and representatives to investigate and verify all information given and to secure additional employment-related information, both now and in the future if the Company hires me.
- 2. I acknowledge and understand that any misrepresentation or omission of a material fact, whether written or verbal, on my application, on any other documentation or communications in connection with my application for employment, including in interviews, may be cause for an adverse employment action against me, including rejection of my employment application, revocation of a conditional offer of employment, or if employed, dismissal without advance notice.
- 3. I hereby authorize any Third Party to provide any and all information that is requested by the Company for employment purposes. "Third Party" means individuals, businesses, groups, agencies, and other entities and their custodians of records, including, without limitation, current and former employers and supervisors, law enforcement agencies, public and private educational institutions, federal, state and local agencies and courts, credit bureaus and credit reporting agencies, consumer reporting agencies, information bureaus, financial institutions, licensing agencies, motor vehicle departments, governmental agencies, and the military. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. For current and former employers, this information may include information about my job performance, which means the manner in which I performed a position of employment and may include an analysis of my attendance at work, attitudes, effort, knowledge, behaviors, and skills.
- 4. TO THE MAXIMUM EXTENT PERMITTED BY LAW, AND IN ADDITION TO ANY IMMUNITY FROM CIVIL LIABILITY GRANTED UNDER APPLICABLE LAW, I HEREBY RELEASE AND HOLD HARMLESS ANY THIRD PARTY THAT RELEASES INFORMATION TO THE COMPANY PURSUANT TO THIS RELEASE FROM ANY AND ALL LIABILITY AND DAMAGES PROXIMATELY CAUSED BY OR ARISING OUT OF THEIR RELEASE OF INFORMATION AS DIRECTED BY THIS RELEASE.
- 5. TO THE MAXIMUM EXTENT PERMITTED BY LAW, I HEREBY RELEASE AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL LIABILITY AND DAMAGES PROXIMATELY CAUSED BY OR ARISING OUT OF THE COMPANY'S INVESTIGATION OR VERIFICATION OF ALL EMPLOYMENT-RELATED INFORMATION PROVIDED BY ME OR A THIRD PARTY, THE COMPANY'S RELIANCE ON INACCURATE OR INCOMPLETE EMPLOYMENT-RELATED INFORMATION PROVIDED BY ME OR A THIRD PARTY, AND/OR THE COMPANY'S CONSIDERATION OF INACCURATE OR INCOMPLETE EMPLOYMENT-RELATED INFORMATION PROVIDED BY ME OR A THIRD PARTY IN TAKING AN ADVERSE EMPLOYMENT ACTION AGAINST ME.
- 6. The releases and waivers granted in this Release are knowing and voluntary, and are granted in exchange for the Company's consideration of my application for employment and in consideration of the Third Party's reliance on this Release in releasing such information. PROVIDED HOWEVER, AND NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, THIS RELEASE IS NOT INTENDED TO WAIVE OR RELEASE ANY RIGHTS I MAY HAVE UNDER APPLICABLE STATE OR FEDERAL LAW THAT, PURSUANT TO ITS TERMS, CANNOT BE WAIVED, NOR IS IT INTENDED TO WAIVE OR RELEASE THE COMPANY'S OR ANY OTHER PARTY'S NON-COMPLIANCE WITH THE FEDERAL FAIR CREDIT REPORTING ACT (FCRA), IF APPLICABLE. If any term or provision of this Release is held by any court of competent jurisdiction to be invalid, void, voidable or unenforceable, all remaining portions of this Release shall remain in full force and effect, and shall in no way be affected, impaired or invalidated.

Print	Sign	Date

Signatu	re				_	ate			Job	Analysis
Job Title:		Inside S	ales							
Firm Name										
Work Sched	lule (hour	s, days/weel	k):	Ip to	90	hours	perw	eek Season	al? 🗌 Yes	s No
Physical De										
In an 8-h	our day, e	employee re	quired t	to:				Indicate if	activity is:	
(Please circl	e appropi	riate number	.)					<u>In</u>	termittent	Continuous
Sit 1	2	3 4	5	6	7	8		Sit	U	
Stand 1	2	3 4	5	6	7	(8)		Stand		W
Walk 1	(2)	3 4	5	6	7	8		Walk	P	
_ Drive 1	2	3 4	5	6	7	8		Drive	TQ.	
Employe	e is requi	red to lift/ ca	arry: (F	Please	Chec	k as ap	propriate.)			
	Nev	<u>ver</u>	Occa	siona	ally		Freque	ently	Con	<u>tinuously</u>
	Lift	Carry	Lift			ry	Lift	Carry	Lift	Carry
0-10 lb							V	19		
11-25 lb							V	V		
26-50 lb			W		V					
51-100 lb			2		4	/				
100+ Ib			0							
■ Repetitiv	e Motion	: Employee	is requ	ired t	o use	ipper e	xtremities	for repetitive:		
(Please chec										
		Grasping	Firm	Gras	ping		Fine N	Manipulation	Pushin	g and Pulling
Right	VYes		Ye		□No		Yes	□No	VY	
Left	VY es	□No	Y e	S	E	No	Yes	$\square$ No	WY	
Employee is	required	to use lowe	r extren	nities	for re	petitive		nt such as foot	controls:	
(Please chec	k as appr	opriate.)								
Right	□Yes	No				Left	Yes	TENO		
Employee is		to: (Please	check a	s app	ropria	te.)				
		Never				onally		Frequently		Continuously
		(0%)		_	(1-3			(34-66%)		(67-100%)
Balance					N	, ,				
Bend		Till the state of			B			D		
Climb (Heig	ht.	)						n		
Crawl					D	/				
Crouch/ Squ	at				E			1		
Kneel		ō								
Reach (Overl	head: Yes				Е			0		
Twist					(%	/		П		
		D	egrees:					4000		
Environn	nental Co	onditions: I	nside:	90	0,	6 Outs	ide 10	% "Мау	v Varv"	
☐ Temp. Ex						Dust				Fans
Noise/Vibrat										
Hazzards:			_							
Machines, T	ools. Eau	ipment & W	ork Ai	ds Us	sed:					
Analysis I						Cul	oC			
Reviewed by	v: (Manag	ger)	200.0		-		,		- 7	
Comments:	,				-					
						_				

Can you safely perform these functions?

Signatur	e			Date	<del></del>		w	. Asset Tool For
Job Title:	Ow	tside 1	. lock	or			Joh	Analysis
				umber co	,			
Work Sched	ule (hour	s, days/week	): U0	to 40 hou	rs per we	ek Seaso	nal? 🗆 Ye	s 🗷 No
Physical De	mands:		-					
		employee rec	uired to:			Indicate it	factivity is:	
(Please circle	e appropr	iate number.	)			1	ntermittent	Continuous
Sit (1	2	3 4	5 6	7 8		Sit	<b>X</b>	
Stand 1	2	3 4		5 7 🔕	)	Stand	12	×
Walk I	2	3 4	5	7 (8)	)	Walk	1	×
_ Drive (1		3 4	_	5 7 8		Drive	×	I.
Employe	e is requi	red to lift/ ca	rry: (Ple	ase Check as a	appropriate.)			
	Nev	/er	Occasi	onally	Freque	ntly	Cor	ntinuously
	Lift	Carry	Lift	Carry	Lift	Carry	. Lift	Carry
0-10 lb		Į		×	×		1,1	( )
11-25 lb	DI.	1_	LT.	×	×	1	1.	1.2
26-50 lb	[]]	1_		×	×	U.C.	ſ.	L
51-100 lb	(1)	10	7.0	×	×	L.	1	1.
100+ lb	()1	1.1	×	11	П	L	L	1
■ Repetitiv	e Motion	: Employee	is require	d to use upper	extremities	for repetitiv	e:	
(Please chec	k as appr	opriate.)			driving	forklif	+5	
		Grasping	Firm G	rasping	Fine M	lanipulation	Pushi	ng and Pulling
Right	Yes		✓Yes □No		Yes	□No		es □No
Left	Yes	□No	Yes	ΓINO	Yes	□No	4	res □No
			extremit	ies for repetiti	ve movemen	t such as foo	ot controls:	
(Please chec	k as appr	opriate.)						
Right	Yes	□No		Left	Yes	_No		
Employee is	required	to: (Please c	heck as a					
		Never		Occasionall	Y	Frequentl		Continuously
		(0%)		(1-33%)		(34-66%	)	(67-100%)
Balance		×		U		E.		[
Bend		[ ]		)K		r=		
Climb (Heig	,ht:			×		17		1
Crawl		×		U		40		17
Crouch/ Squ	at	125		×				1-
Kneel		Ð		N		T.		D
Reach (Overl	head: Yes	or No)		×		1		
Twist		. 🛚		×	1			I.
Body Part	backir	reck D	egrees: _	30-30 (dri) 5 % Ou	ving fork	lifts)	Vari	11
*Temp. Ex			Li Oc		st Mis	st   Ven	itilation	Fans
	tion:	orklift	driv	ing				
Hazzards:	1 -			** 1 6	1 . 1 =		ALANSA TERRITOR	100
Machines, T	ools, Equ	upment & W	ork Aids	Used: for	-Klifts	banding	machine	s, snips
Analysis I			WW					
Reviewed by	/: (Manag	ger)						Ŧ.
Comments:								