

Applicant Information

In 1946 Kingston Lumber Supply, a family-owned business, opened its doors in a small 800 square foot building at the corner of Lindvog Road and Highway 104. With three employees, a small assortment of hardware, nails, paint, miscellaneous building materials, and one navy-surplus Gibson forklift, a new business was launched.

In 1968 Dick Richards and Tom Waggoner bought the lumberyard with a business plan that was formed around a commitment to providing the best possible customer service, quality products, and free delivery. This philosophy proved to be a hugely successful platform from which the company has grown. From these humble beginnings grew one of the finest family-owned building material suppliers in the Pacific Northwest.

Today, as the largest independently owned lumber supply company in Kitsap County, KLS is positioned to move aggressively into the next century, continuing its tradition of meeting the building needs of this growing region. Kingston Lumber Supply's mission is to satisfy customer's needs and desires to repair, maintain, or improve their total living environment. As a Kingston Lumber Supply staff member, you are the key in making our mission a success.

Whether you are just beginning your career in the business world or have had previous experience in another company, we want you to realize that the opportunity to secure a rewarding future is possible within our organization. We believe it is to your advantage to constantly seek to improve your job skills, cooperate with fellow staff members, follow the Company's policies and procedures, and be positive, enthusiastic and willing to do your best at all times. With that in mind, in order to be considered for employment, you will need to fully complete and return the attached forms. **You may deliver your completed application packet to the customer service counter during normal store hours or you may mail your application to: Joe Hurtt, General Manager, P.O. Box 169 Kingston, WA 98346**

Once an application packet is received and fully completed, we will contact you by phone, or in writing, within six weeks. Kingston Lumber Supply is an equal opportunity employer and believes in and practices fair and equal employment opportunities for everyone. KLS does not discriminate with regard to sex, age (over the age of 16), race, color, national origin, religion, or disability.

We are always looking for qualified, outgoing people to join our team! Thank you for applying at Kingston Lumber Supply.

FILL IN ALL BLANKS

Last Name First Name Middle Initial
Address City State Zip
How long have you lived at the above address? Phone Number
Are you at least 18 years of age? Yes No

Are you presently Employed? Yes No
If yes, why do you want to change jobs?
Do we have permission to contact your current employer? Yes No
What position are you interested in? Todays Date

Work Experience: Give the following information on the last three jobs held. Most previous job first.

Firm Name Phone Number
Address
City State Zip Code
Dates Employed From To
Describe your Duties and Responsibilities
Wage History: Starting Pay: Ending Pay:
Reason for leaving:
Whom should we contact? Name: Position

Firm Name Phone Number

Address

City State Zip Code

Dates Employed From To

Describe your Duties and Responsibilities

Wage History: Starting Pay: Ending Pay:

Reason for leaving:

Whom should we contact? Name: Position

Firm Name Phone Number

Address

City State Zip Code

Dates Employed From To

Describe your Duties and Responsibilities

Wage History: Starting Pay: Ending Pay:

Reason for leaving:

Whom should we contact? Name: Position

Number of years employed in retail Number of year employed in home improvement industry?

Best time to contact you at home is: A.M.
 P.M.

Have you ever filled out an application with us before? Yes No

Educational History

Last Grade Completed?

Name and Location of High School (city/state)

Name and Location of College or University (or Trade School)

Studies Completed (major/minor)

Check the following in which you have experience or training:

- | | | |
|--|---|---|
| <input type="checkbox"/> Lawn and Garden Sales | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Electrical Sales |
| <input type="checkbox"/> Door Sales | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Tool Sales |
| <input type="checkbox"/> Window Sales | <input type="checkbox"/> Hardware Sales | <input type="checkbox"/> Handling Lumber |
| <input type="checkbox"/> In-door Sales | <input type="checkbox"/> Home Improvement Sales | <input type="checkbox"/> Contractor Sales |
| <input type="checkbox"/> Plumbing Sales | <input type="checkbox"/> Forklift (list size below) | <input type="checkbox"/> Truck Driving |
| <input type="checkbox"/> Carpenter Work | | |

Describe (carpenter work only):

Is there anything else in your work experience you would like us to know about?

List any skills, training, or qualifications you would feel applicable for employment with KLS.

Type of Employment desired: Full-Time Part-time Either

KLS's STORE HOURS ARE: Mon-Fri: 7:00am – 5:00pm and Sat: 7:30am – 4:30pm

Are there any shifts that you are not available to work?

Wage Expected When could you start?

Are you acquainted with any of our employees? Yes No

If yes, please list names:

How did you happen to apply here?

Why would you like to work here?

In the past six years have you been convicted , pleaded guilty or no contest to any offense, other than a simple misdemeanor (please include gross misdemeanors)? (A "yes" answer will not disqualify you from employment.) Yes No

If yes, please explain:

Would you be willing to take a drug test as a condition of employment? Yes No
Drug testing results with positive results for Marijuana will not have a direct effect on our hiring decision.

The information you give on this application is strictly voluntary. It is designed to help us to select the best qualified applicant.

REFERENCES: Please do not include family members or close friends.

Name Phone Number

Address

City State Zip Code

Describe how they would know about your work abilities:

Name Phone Number

Address

City State Zip Code

Describe how they would know about your work abilities:

Name Phone Number

Address

City State Zip Code

Describe how they would know about your work abilities:

MATHEMATICS ABILITY QUESTIONNAIRE

This questionnaire is designed to determine your mathematics ability level. If you do not know how to calculate the answer, pass on the question. Missing questions will not necessarily disqualify you from employment at KLS. There is no time limit. If there are any terms used that you do not understand, such as “stud wall,” ask your interviewer to explain. This will not affect your placement on the questionnaire.

1. Your customer is planning a gutter system. One side of his house is 22'9” and the other side is 17'6”. He wants to gutter both sides. What is the total linear footage of gutter needed?

2. Your customer wants an estimate on ceramic tile for a bathroom floor. The floor measures 12' by 9'. What is the total square footage of tile needed.

3. Your customer's invoice totals \$17.65. He pays with a \$20.00 bill. How much change will you issue?

4. Your customer is planning a 24' stud wall. He wants to place the studs 24” apart, on center. How many studs will he need?

5. Your customer wants to buy five pounds of nails. The nails cost 69 cents a pound. How much will the nails cost him?

6. Your customer needs 7 lb. of finish nails, 6 lb. of common nails, 9 lb. of roofing nails and 22 lb. of decking nails. How many total pounds of nails will she need?

7. Draw a triangle, a square, a rectangle and a pentagon.

8. Your customer needs a total of 1280 deck screws to complete his job. He already has 752. How many more will he need to purchase?

9. Your customer needs 37 2x6's, which cost \$2.45 each. How much will they cost him?

APPLICANT'S CERTIFICATION and AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, misrepresentations, misleading or material omissions on this application, my resume or during the interview process will result in my dismissal. I authorize KLS to make an investigation of any of the facts set forth in this application and release, indemnify and hold harmless KLS, my former employers and references, and any persons or entities acting on their behalf, from all claims, liabilities, and damages for any reason arising out of the obtaining or furnishing of such information.

I understand that employment at KLS is “at will,” which means that either I or KLS can terminate the employment relationship at any time, with or without prior notice, and without any cause. All employment is continued on that basis. I understand that no supervisor, manager or executive of KLS, other than the President or Vice-President, has any authority to alter the foregoing. Any such modification must be in writing to be effective.

As a condition of employment, you will be required to produce appropriate documents establishing your identity and authorization to work, and to complete the U.S. Immigration & Naturalization Service Form I-9.

Signature _____