



Durango, CO  
93 Silverview Lane  
970-637-1766

Glenwood Springs, CO  
0161 Marand Rd Unit A  
970-928-0655

Montrose, CO  
1645 N Townsend Ave  
970-249-0943

Eagle, CO  
120 Marmot Lane  
970-328-0111

Grand Junction, CO  
2148 Hwy 6 & 50  
970-248-9800

**APPLICATION FOR EMPLOYMENT**  
(PRE-EMPLOYMENT QUESTIONNAIRE) (EQUAL OPPORTUNITY EMPLOYER)

PRINT ALL INFORMATION EXCEPT SIGNATURE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you over 18 years of age: \_\_\_\_\_

Have you ever been employed by Outwest Building Supply? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**\*\*Your Social Security number is required and a condition of employment\*\***

Employment Desired:      Full time                      Part time                      Temporary      (circle one)

Position applying for: \_\_\_\_\_

Desired pay: \_\_\_\_\_

How many hours a week can you work? \_\_\_\_\_

If hired, when can you start? \_\_\_\_\_

Have you had any injury, disability or illnesses that may be further aggravated or cause you any difficulties with safely completing any work you may be required to perform? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Do you require any special services or facilities to perform the duties of the job you are applying for? \_\_\_\_\_

If yes, please provide accommodations needed \_\_\_\_\_

Do you have a Drivers License? \_\_\_\_\_

Drivers License / government id # \_\_\_\_\_ Issuing State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Type: \_\_\_\_\_

Have you had any accidents in the past 3 years? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Have you had any traffic citations in the past 3 years? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

**\*\* Copy of your Motor Vehicle Record is required for employment. \*\***

**Educational History**

Type of School	Name of School	Location City/State	# of years completed	Year Graduated	Major & Degree
High School					

List any special knowledge or skills you possess, including computer skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate all languages you can speak, read and write: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### EMPLOYMENT HISTORY AND WORK EXPERIENCE

Most recent employer \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact your employer? \_\_\_\_\_

Position Held \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List jobs held and duties performed: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact your employer? \_\_\_\_\_

Position Held \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List jobs held and duties performed: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact your employer? \_\_\_\_\_

Position Held \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List jobs held and duties performed: \_\_\_\_\_

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**Reference:** List any references that have knowledge of your qualifications for the position you are applying for.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

Relationship to you: \_\_\_\_\_



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### Declaration and Authorization

I, \_\_\_\_\_ declare that, to the best of my knowledge, the information I have provided in my application for employment is accurate, complete and correct. I understand that any false answer or statement made by me on this application or other required documents may be considered sufficient cause for denial of employment or discharge.

Also, on entering employment, I agree to observe all regulations deemed by my employer and to perform satisfactorily such duties as may be assigned to me. I understand and agree that either I or the company may terminate my employment with or without cause at any time and that my employment may not be modified or waived except by the company in a written document bearing an authorized signature. I hereby authorize OUTWEST BUILDING SUPPLY INC. or it's agents to make a thorough investigation of my past employment and activities, including a check of my motor vehicle records as required by law.

I, \_\_\_\_\_ hereby release said company and it's agents and all persons, companies and corporations supplying such information to the said company and its agent from any claims and all liability that might arise from this investigation into my application for employment.

I, \_\_\_\_\_ understand that all new applicants could be subject to Pre-Employment drug screening. I also understand that OUTWEST BUILDING SUPPLY INC. and its agents do random drug screening and any refusal to perform when asked could terminate my employment.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in employment with our company!