

**PLEASE READ CAREFULLY!**  
**Please fill this application out completely!**  
**We WILL NOT consider an incomplete application!**

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

Have you ever worked at GreenTree Forest Products, Inc. before? [ ] Yes No [ ]

If yes, when: \_\_\_\_\_

Have you ever worked at Valley View Hardwoods before? [ ] Yes No [ ]

If yes, when: \_\_\_\_\_

Office use only



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## EMPLOYMENT APPLICATION

**Please complete the entire application – Incomplete Applications will not be considered**

### 1. Employer Information

Employer: GreenTree Forest Products, Inc.

Address: 746 Muses Mill Road

City/State/ZIP: Wallingford, Kentucky 41093

Telephone: 606-462-1292

It is the policy of Valley View Hardwoods, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

### 2. Applicant Information PLEASE PRINT CLEARLY

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License (State/Number): \_\_\_\_\_

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

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

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

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

City/State/ZIP: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

4. Job Position Applied For: \_\_\_\_\_

Full or Part Time? \_\_\_\_\_

5. Who referred you to our company? \_\_\_\_\_

Do you have any friends or relatives who work here? If yes, please list here:

\_\_\_\_\_

6. Have you applied to our company previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

7. Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. How will you get to work? \_\_\_\_\_

9. If applicable, are you available to work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. If you are offered employment, when would you be available to begin work?

\_\_\_\_\_

11. Have you ever been convicted of a felony or misdemeanor?

\_\_\_\_\_ Yes, I was convicted of \_\_\_\_\_ on \_\_\_\_\_  
(date) in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN  
AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF  
EMPLOYMENT. BY SIGNING THIS APPLICATION, I AGREE THAT BOTH PERSONAL  
AND CRIMINAL BACKGROUND CHECKS MAY BE CONDUCTED.

12. Applicant's Skills

List any skills that may be useful for the job you are seeking. Enter the number of years of  
experience, and circle the number which corresponds to your ability for each particular skill.  
(One represents poor ability, while five represents exceptional ability.)

Skill Years of Experience Rating

\_\_\_\_\_ 1 2 3 4 5

\_\_\_\_\_ 1 2 3 4 5

\_\_\_\_\_ 1 2 3 4 5

\_\_\_\_\_ 1 2 3 4 5

\_\_\_\_\_ 1 2 3 4 5

13. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application. Please be sure to list Supervisor Name AND Phone Number.

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

**Supervisor Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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

**Supervisor Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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

**Supervisor Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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

**Supervisor Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

14. Personal References

List any two non-relatives who would be willing to provide a reference for you.

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

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

15. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

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**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Valley View Hardwoods, Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Supervisor, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Valley View Hardwoods, Inc., except in a specific written contract of employment signed on behalf of the organization by its Supervisor, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

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APPLICANT SIGNATURE DATE