

MARCUS LUMBER COMPANY

409 North Locust
 Marcus Iowa, 51035
 800-658-5400
 marcuslumber.com



Employment Application

Date _____

APPLICANT INFORMATION (PRINT)			
Last Name		First	
Street Address			Apt./Unit #
City:		State:	ZIP:
Phone:		E-mail Address:	
Date Available For Employment:		Full Time or Part Time Availability? (circle one)	
Position Applying:			
Your skills or experiences that make you unique for the position:			
How were you referred to Marcus Lumber? <input type="checkbox"/> Ad <input type="checkbox"/> On my Own <input type="checkbox"/> Current Employee - Name:			
If your job duties require lifting over 20 lbs. are you able to do so? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, are you authorized to? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Are you or have you ever been a registered sex offender in any state?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Are you or have you ever been listed on a child abuse or adult registry in any state?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
<u>High School</u>		City	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<u>College or Other</u>		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

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REFERENCES PLEASE LIST TWO PROFESSIONAL REFERENCES, NON-RELATIVES

Full Name	Relationship
Company	Phone ()
Address	

REFERENCE #2 PLEASE LIST PROFESSIONAL REFERENCES, NON-RELATIVES

Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT (PLEASE LIST TWO)

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Pay \$	Ending Pay \$
Responsibilities:		
From	To	Reason for Leaving
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Pay \$	Ending Pay \$
Responsibilities		
From	To	Reason for Leaving

LICENSE

Do you have a current driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
State of Issue	Commercial (CDL) <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

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MILITARY SERVICE (IF APPLICABLE)

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

PRE-EMPLOYMENT QUIZ

Question #1: A customer comes in to have a piece of window glass cut to 28" wide by 32" high. Not thinking, you cut the glass to 28" high by 32" wide. What is wrong with this glass and why?

Question #2: A customer calls and wants 500 square feet of insulation. One bag covers 155sq. ft. How many bags do we send?

- A. 2 bags B. 3 bags C. 4 bags D. 5 bags

Question #3: While you were at break a customer spills a can of paint while carrying it out the door of the store. Cleaning the floors is the job of another team member, but they are helping another customer. What would you do?

- A) Warn customers about the spill until the team member has a chance to clean it up.
B) Clean up the spill as quickly as possible.
C) Tell the other team members about the spilled paint.
D) Ask the manager who should clean up the spill.

Question #4: How would your friends describe you to others?

- As Relaxed
- As Easy to Work With
- As Talkative
- As Upbeat and Positive
- As Shy Around Strangers

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Question #5 : A customer walks in who needs two pieces of screen: 1 pc – 3’6”x3’ and 1 pc – 3’ x 3’. We only stock screen in 3’ rolls, can we still help the customer fill his order?

Question #6: When working with others on a team, how have you reacted to people who could not keep up the pace when trying to meet a deadline?

- a. I volunteered to help with their tasks.
- b. I stressed the importance of meeting the deadline to them.
- c. I strongly expressed my concern in order to motivate them.
- d. I focused on my own work so that at least something would get done.

Question #7: I am known to be a careful person and make few mistakes (circle one)

Strongly agree Agree Neutral Disagree Strongly Disagree

Question #8: A customer asks you a question and you’re not sure of the answer. You feel the customer expects you to know the answer. What would you be **most** likely to do?

- a. See if you can get them to answer their own question by talking it through with them.
- b. Make up an answer to satisfy them now and correct it later if needed.
- c. Deflect the question and focus their attention on a different issue.
- d. Explain that you do not have the information to answer their question but that you will get back to them shortly with the answer.
- e. Bring someone into the conversation who can answer the question.

Question #9: I prefer a job in which...(circle one) I’m helping people *or* The work is interesting

Question #10: Which of the following would bother you **most**?

- a. Being the cause of a poor customer experience.
- b. Having to interact with a difficult customer.
- c. Not being able to solve a customer’s problem.
- d. Answering similar question repeatedly during a work shift.

Question #11: What measurement is the arrow pointing to?



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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize Marcus Lumber Co. at its discretion to make an inquiry of any sources of information or interviews, not limited to but including previous employers, schools, investigative, and/or credit agencies. I realize this employer may perform a background check in the areas of criminal history, driving record, and presence on any sex offender, child abuse, or adult abuse registries. I authorize these private or public entities to provide any information this employer requests about me and release them from all liability in providing this information.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that this employer follows an employment at-will policy which means they or I may terminate my employment at any time and for any reason consistent with applicable state or federal law. I understand this application is not a contract of my employment. If I am hired, I agree to conform to the rules and expectations provided to me by this employer.

Signature

Date