

# SOO MILL



## What's in it for you at Soo Mill Buildall?

- Opportunities for promotion and career growth • Learning new and different skills
- Being a part of Sault Ste. Marie's most successful Home Improvement business
  - Working in an exciting, fast-paced environment
  - Interacting with a diverse group of people
- Being a part of the Soo Mill family ➤ Making new friends • Having fun

## SOO MILL BUILDALL TEAM MISSION

To be the BEST source of Home Improvement Products in the community.

- Friendly Knowledgeable People ➤ Superior Service.
- Quality Products ➤ Great Prices ➤ Guaranteed Satisfaction...

If after reviewing the information presented you are still interested in seeking employment with Soo Mill Buildall, please complete the attached application.

## Thank you for applying for employment at Soo Mill Buildall

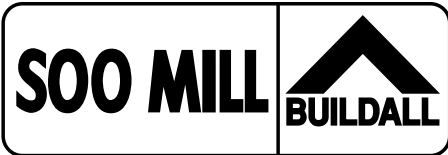
We are a retailer of home improvement products committed to 100% CUSTOMER SATISFACTION. We serve thousands of customers every year in our stores located in the Sault and Elliot Lake. Each and every one of our customers deserves impressive service from the moment they enter our store until they leave our yard. We depend on our associates to provide a fast, friendly, and courteous experience to each of our customers so they will visit us repeatedly. We are always looking for people who like to have fun while delivering accurate, fast, and friendly service.

If you are interested in joining our TEAM,  
here are some key elements required of each Member:

- Greeting and serving all Soo Mill customers with a smile.
- Treating all customers in a courteous, friendly, and helpful manner.
- Ensuring each of our customers is 100% SATISFIED.
- Following Soo Mill Buildall procedures related to the ordering, stocking and selling of merchandise.
- Ensuring our stores are always clean and kept in order.

We also expect each TEAM member to follow certain policies and work ethics, such as:

- Treating fellow associates with courtesy and respect.
- Working as a TEAM with men and women of different ages and from different races and ethnic backgrounds.
- Reporting to work on time and occasionally working extra hours, if needed.
- The wearing of a Soo Mill Buildall uniform and keeping our uniform in a neat and clean condition.
- Maintaining a high energy level while working at Soo Mill Buildall.



# APPLICATION FOR EMPLOYMENT

(Treat as confidential when completed.)  
 (Please print clearly and answer all questions)

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

## Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Position Applied For: \_\_\_\_\_  
 English French Yes No  
 Languages written fluently   Are you willing to travel?    
 Languages spoken fluently   Others: \_\_\_\_\_ Are you willing to relocate?

Have you ever previously worked for Soo Mill Buildall? Yes No  
   
 If so, where and when: \_\_\_\_\_

## Knowledge and Education

School	Last grade or degree completed	Year attended	Average mark	School	Degree or diploma	Year attended	Average mark
Secondary				Bus./Trade			
University				Other			

## Interests

Which areas of our business do you have a working knowledge of?

<input type="checkbox"/> Receiving	<input type="checkbox"/> Cash Register	<input type="checkbox"/> Greeting Customers	<input type="checkbox"/> Project Sales
<input type="checkbox"/> Hardware	<input type="checkbox"/> Paint & Decor	<input type="checkbox"/> Fork Lift & Warehouse	<input type="checkbox"/> Doors & Windows
<input type="checkbox"/> Lighting	<input type="checkbox"/> Power Tools	<input type="checkbox"/> Lumber & Building Materials	<input type="checkbox"/> Kitchen & Bath
<input type="checkbox"/> Electrical	<input type="checkbox"/> Hand Tools	<input type="checkbox"/> Lawn & Garden - <i>Seasonal</i>	<input type="checkbox"/> Security Gate
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Millwork	<input type="checkbox"/> Contractor Sales	<input type="checkbox"/> Carpentry Shop
<input type="checkbox"/> Hardwood Flooring	<input type="checkbox"/> Delivery Driver (what class licence do you hold? _____ .)		

Which areas would you be interested in? \_\_\_\_\_

## Availability

Our retail environment demands being available when our customers need us, please indicate the hours you would be available for work:

Hours available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

If you have any family members currently employed with Soo Mill Buildall, please list their names: \_\_\_\_\_

**SOO MILL**

## Employment History

Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

Period of employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

Period of employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

Period of employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Please be advised:**

Soo Mill Buildall is committed to providing a healthy and safe working environment free from the negative effects of alcohol and drug use. The Company has an alcohol and drug policy to support this commitment to health and safety. Soo Mill Buildall is committed to the principles of honesty and integrity. You should be aware that with reasonable cause to suspect theft, the Company reserves the right to search associate's lockers and when parked on Company property associate's private vehicles. All searches will be conducted in accordance with applicable laws. Employment is contingent upon a satisfactory response from a Criminal Record search. The Company also has a smoke-free work environment policy.

I hereby authorize the company to verify the information contained in this Application for Employment. I further agree that any willful omission or misrepresentation shall be considered sufficient cause for denial or termination of employment. I consent to this Company making its usual inquiries, other than those prohibited under relevant Human Rights Legislation, concerning obtaining pertinent credit and personal information.

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

**SOO MILL**

### References

Name and Occupation	Address	Telephone
1.		
2.		
3.		

*(List three - exclude relatives please.)*

### To Be Completed ONLY AFTER You Are Hired

Date of Birth: \_\_\_\_\_ Sex:  Male  Female  
Month Day Year

Social Insurance No: \_\_\_\_\_ Hospitalization No: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of dependents including yourself: \_\_\_\_\_

Person to be notified in case of emergency: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

### For Office Use Only

Interview date & Time: \_\_\_\_\_  Yes  No

Result of Interview: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acceptable for Employment? \_\_\_\_\_ Start Rate \$ \_\_\_\_\_ per \_\_\_\_\_

Occupation: \_\_\_\_\_ Salary: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Start Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note: Attach a "VOIDED" cheque for direct deposit*