

**APPLICATION FOR EMPLOYMENT**



**TODAY'S DATE:** \_\_\_\_\_

**PERSONAL INFORMATION**

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

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**APPLICATION INFORMATION**

Position Applying For: \_\_\_\_\_ Desired Location: \_\_\_\_\_

**EMPLOYMENT REQUIREMENTS – IF HIRED**

Available Start Date: \_\_\_\_\_

Desired Employment Status:      Full Time      Part Time      Seasonal      Internship

If Seasonal – Dates Available: \_\_\_\_\_

Internship – Is it a College Requirement?      Yes      No

Do you have reliable transportation to and from work?      Yes      No

Are you **AT LEAST** 18 years old?      Yes      No

\* If you are under 18, you will be required to provide authorization to work.

Can you provide evidence of your identity and legal right to work in this country?      Yes      No

Are you able to perform the essential functions of the position you are applying for with or without reasonable accommodation?      Yes      No

Are you willing to submit to drug testing?      Yes      No

Are you willing to submit to a background check?      Yes      No

If applicable, are you willing to submit to the Department of Motor Vehicle background check?      Yes      No

\* Limited to specific job positions.

**NICKLAS SUPPLY - SPLASH INFORMATION**

Have you ever worked for Nicklas Supply – SPLASH before?      Yes      No

**If Yes** – Location: \_\_\_\_\_ Position: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Were you referred to Nicklas Supply – SPLASH by a current employee?      Yes      No

**If Yes** – Employee Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EMPLOYMENT HISTORY**

*\* List of the most recent to oldest. Minimum 7-year history. Use additional pages if necessary.*

**Employer Name:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_ May we contact this employer?    Yes    No

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe Job Requirements: \_\_\_\_\_

Final Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_ May we contact this employer?    Yes    No

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe Job Requirements: \_\_\_\_\_

Final Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Explain any gaps in your employment history:

**EMPLOYMENT HISTORY CONTINUED**

*\* List of the most recent to oldest. Minimum 7-year history. Use additional pages if necessary.*

**Employer Name:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer Phone Number:** \_\_\_\_\_ **May we contact this employer?** Yes No

**Job Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Describe Job Requirements:** \_\_\_\_\_

**Final Rate of Pay:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Have you ever been involuntarily terminated or asked to resign from any job:** Yes No

**If Yes – Please explain:** \_\_\_\_\_

*List any other experience, job related skills, additional languages, or other qualifications you believe should be considered:*

**EDUCATION**

*\* List Names OR N/A if Not Applicable. Any which may reflect your race, color, national origin, religion, gender, sex, sexual orientation, gender identity, age, disability, veteran, disability, marital or family status.*

**High School:** \_\_\_\_\_ **Diploma?** Yes No

**College:** \_\_\_\_\_ **Degree?** Yes No

**Course of Study?** \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list at least two professional references of individuals who are NOT related to you.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PERSONAL REFERENCE**

Please list at least one person who knows you well.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**IMPORTANT INFORMATION IF HIRED – PLEASE READ**

- I understand that I am required to comply with all rules and regulations of the company.
- I understand and agree that my employment with the company is at will and that neither I nor the company is required to continue the employment relationship for any specific term. I further understand that the company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.
- I understand that the safety of employees is extremely important and that the company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on- the-job safety and health.
- I hereby certify that the answers given by me are true and correct to the best of my knowledge. I certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
- I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.
- I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understood, and agreed to all the above terms.

Applicants Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT** – All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified individuals. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.