



# Application for Employment

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## **PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS APPLICATION**

This application must be completed in your own handwriting in INK. A resume may be attached, but does not substitute for completion of this application.

Please answer all questions. If a question is not applicable, please indicate with either "N/A" or "None."

Nick's does not discriminate in hiring or employment on the basis of race, color, creed, national origin, sex, handicap, veteran status, or age. No question on this application is intended to secure information to be used for such discrimination.

Nick's may require verification of age if employed, and at its option, require a physical examination. I certify that all answers and statements given by me in this application are true and correct without consequential omissions of any kind whatsoever. I agree that Nick's shall not be liable in any respect if my employment is terminated because of false or misleading statements, answers, or omissions made by me in this application. I also authorize the companies, schools, or persons named herein to give any information regarding my employment and qualifications. I understand that any misleading or incorrect statements may render this application void, and if employed, I have been hired at will of Nick's and that my employment may be separated at will, at any time; and with or without cause, Nick's only obligation being to pay salary or wages due and owing at the time of separation.

I understand that the job for which I am applying may require good physical condition because of regular lifting or other strenuous activity involved. Any offer of employment may be made contingent on passing a physical examination.

I also understand that Nick's is a Drug Free Place Policy and that as a condition of employment I may be required to successfully pass a urinalysis test designed to detect the presence of any illegal drug or legal drug that could impair job performance or safety.

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employee or current employee to submit to or take a polygraph, lie detector or similar test as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00

**I hereby acknowledge that I have read the foregoing in its entirety and understand it.**

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Signature of Applicant

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Date



# Application for Employment

## Applicant Information

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

How did you hear about employment opportunities at Nick's?  Walk-in  Newspaper  Referred By: \_\_\_\_\_  Other: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Location: Prince Frederick, MD

Date Available: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

### Will you accept...

Full time?  YES  NO Temporary?  YES  NO  
Part time?  YES  NO Overtime?  YES  NO

What hours are you available to work? (days, times) \_\_\_\_\_

If hired, can you provide proof of age?  YES  NO Do you have transportation?  YES  NO

Have you ever worked for Nick's?  YES  NO If so, when? \_\_\_\_\_

Have you ever been discharged or forced to resign a position?  YES  NO If yes, explain \_\_\_\_\_

Have you ever been convicted or plead guilty to any law violation (excluding minor traffic violations)?  YES  NO If yes, explain \_\_\_\_\_

**Note:** You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied.

## EDUCATION

High School \_\_\_\_\_ Address \_\_\_\_\_ Degree /Course of Study \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  YES  NO

College \_\_\_\_\_ Address \_\_\_\_\_ Degree /Course of Study \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  YES  NO

Other \_\_\_\_\_ Address \_\_\_\_\_ Degree /Course of Study \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  YES  NO



# Application for Employment

## Previous Employment (Please begin with current or most recent employer)

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

### MILITARY SERVICE

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

Are you currently in the National Guard or Reserves?  YES  NO If yes, date your obligation ends? \_\_\_\_\_



# Application for Employment

## Applicant Information

### Skills:

Typing? (if yes, WPM: _____)	<input type="checkbox"/> YES <input type="checkbox"/> NO	C.R.T. Experience?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shorthand?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cash Register?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Calculator?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Computer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hand Jack?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Forklift?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Band Saw?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Deli Slicer?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Briefly explain any other training or skills you have: \_\_\_\_\_

### REFERENCES: Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_

**Thank you for your interest in employment with Nick's!**

DO NOT WRITE BELOW THIS LINE

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

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Appearance: \_\_\_\_\_ Ability: \_\_\_\_\_

Personality: \_\_\_\_\_ Neatness: \_\_\_\_\_

Hired:  YES  NO Position: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Supervisor Manager Personnel Manager