



Application for Employment

Nightline Flooring Solutions of Lititz
265 East Meadow Valley Road, Lititz PA 17543
P: 717-490-3407

<p>Please fill out this application to the best of your ability. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.</p>	<p>Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Position Applied for _____ Wage Desired _____ per hour</p>

Education:

Please include: the school name, the location, diploma or degree received and what your studies were.

High School _____

Trade School _____

College _____

Graduate School _____

Specialized Training:

Any specialized training, apprenticeship programs, or any special job-related skills _____

Employment History:

Please begin with your current or last job. Include military service assignments.

(1.)

Employer _____

Address _____ Phone No. _____

Duties/Responsibilities _____

From ____/____/____ To ____/____/____

Salary/Wage per Hour Week Month Year \$ _____ (start), \$ _____ (end)

Job Title _____ Supervisor _____

Reason for leaving _____

May we contact your previous supervisor for a reference? Yes No

(2)

Employer _____

Address _____ Phone No. _____

Duties/Responsibilities _____

From ___/___/___ To ___/___/___

Salary/Wage per Hour Week Month Year \$ _____ (start), \$ _____ (end)

Job Title _____ Supervisor _____

Reason for leaving _____

May we contact your previous supervisor for a reference? Yes No

(3)

Employer _____

Address _____ Phone No. _____

Duties/Responsibilities _____

From ___/___/___ To ___/___/___

Salary/Wage per Hour Week Month Year \$ _____ (start), \$ _____ (end)

Job Title _____ Supervisor _____

Reason for leaving _____

May we contact your previous supervisor for a reference? Yes No

(4)

Employer _____

Address _____ Phone No. _____

Duties/Responsibilities _____

From ___/___/___ To ___/___/___

Salary/Wage per Hour Week Month Year \$ _____ (start), \$ _____ (end)

Job Title _____ Supervisor _____

Reason for leaving _____

May we contact your previous supervisor for a reference? Yes No

Military Service History:

(1) Indicate branch in which you served: _____

(2) Rank at discharge: _____

(3) Duties and training during service: _____

Personal:

If under 18 years of age, can you provide proof of eligibility to work? Yes No

Offense	Year	Status

Have you ever applied to us before? Yes No

Have you ever been employed with us before? Yes No
When? _____

If applying for a position that requires driving, do you have the appropriate license?
 Yes No N/A

Have you ever been convicted of a felony/driving violation? Conviction will not automatically disqualify you from employment. Yes No

If yes, please fill in the below table:

Can you provide proof of identification and proof of eligibility to work in this country (for instance, green card, social security card, passport, etc.)? Yes No

Are you a citizen if the United States? Yes No

Are you currently on "layoff" status, subject to recall? Yes No
When could you start employment with us? _____

Are you available: Full time Part Time Shift Work Temporary

What is your daily availability? _____

Do you have any schedule restrictions? _____

If applying for a position that requires on call/after-hours emergency services, are you available?

Yes No

If required, are you available to travel? Yes No

Please list a minimum of three professional references other than previous employers and relative:

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

Name _____ Relationship _____
Company _____ Phone () _____
Address _____

PRE-EMPLOYMENT INQUIRY RELEASE

IN CONNECTION WITH AND DURING MY EMPLOYMENT (INCLUDING CONTRACT FOR SERVICES) WITH YOU, I UNDERSTAND THAT INVESTIGATIVE BACKGROUND INQUIRIES MAY BE MADE ON ME INCLUDING CONSUMER, CRIMINAL, DRIVING, AND OTHER REPORTS. THESE REPORTS WILL INCLUDE INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, WORK HABITS, PERFORMANCE, MODE OF LIVING AND EXPERIENCE, ALONG WITH REASONS FOR TERMINATION OF PAST EMPLOYMENT FROM PREVIOUS EMPLOYERS. FURTHER, I UNDERSTAND THAT YOU WILL BE REQUESTING INFORMATION FROM VARIOUS FEDERAL, STATE, AND OTHER AGENCIES WHICH MAINTAIN RECORDS CONCERNING MY PAST ACTIVITIES RELATING TO MY DRIVING, CREDIT, CRIMINAL, CIVIL, AND OTHER EXPERIENCES.

YOUR AUTHORIZATION RELEASES THE CREDIT BUREAU OF LANCASTER COUNTY, INC. FROM ANY AND ALL LIABILITY FOR DAMAGES ARISING FROM THE INVESTIGATION AND DISCLOSURE OF THE REQUESTED INFORMATION. FURTHER, IT RELEASES AND DISCHARGES ALL LIABILITY FROM ALL COMPANIES, AGENCIES, OFFICIALS, OFFICES, EMPLOYEES, AND OTHER PERSONS, WHO, IN GOOD FAITH, PROVIDE TO THE CREDIT BUREAU OF LANCASTER COUNTY, INC. THE ABOVE-MENTIONED INFORMATION IS REQUESTED IN ORDER TO SUCCESSFULLY COMPLETE A BACKGROUND INVESTIGATION FOR YOUR APPLICATION FOR EMPLOYMENT. YOUR SIGNATURE ALLOWS A PHOTOCOPY OR FAX COPY OF THIS AUTHORIZATION TO BE VALID AS THE ORIGINAL.

Full Name (Print) _____ Maiden Name _____

Social Security # _____ *Date of Birth _____

Full Current Address _____

Additional Previous Address Within the Last 7 Years _____

Additional Previous Address Within the Last 7 Years _____

City/State/Zip _____

Driver's License # _____ State _____

Applicant's Signature _____ Date _____

Prospective Employer _____

*Date of birth is being requested in order to obtain retrieval of records

Applicant's Acknowledgement

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of the employer and any special agreements reached by the employer and me.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application.

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.

Unless a specific document is executed in writing by the employer and employee, all employment here is At-Will. Just as an employee may resign for any reason, the employer may terminate an employee for any reason.

I agree that I will settle any and all previously unasserted claims, disputes or controversies arising out of or relating to my application for employment and/or cessation of employment *exclusively* by final and binding *arbitration* before a neutral Arbitrator.

Signature of applicant

Date