Application for Employment

*Northern Trading Group INC.*

*DBA: Smokin’ Deals Et Al*

**TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE TYPE OR PRINT**. Complete the **entire application**. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”) Applications with missing or invalid job numbers will not be considered for any position.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Position :  ***Retail Associate*** | Name (Last, First, Middle): | | | | | | Other names (maiden/alias’) used:  . |
| Street Address: | | | | City, State & Zip: | | |  |
| Social Security Number: | | Home Phone: | | | Cell Phone: | | Date of Birth: |
| Are you eligible to work in the United States? | | | Yes  No | | | If Yes do you have a valid State Issued ID and Original Social Security Card? Yes No | |
| Are you 19 years of age or older? | | | Yes  No | | | If NO, what is your current age? | |
| Are you currently employed ? | | | Yes   No | | | If YES, what is your current job title & department? | |
| Have you ever been employed by Smokin’ Deals in the past? | | | Yes No | | | If YES, dates of employment & reason for leaving: | |
| Are you related to any current Smokin’ Deals employee? | | | Yes  No | | | If YES, their name & their relationship to you? | |
| If required for position, do you have a valid driver’s license? | | | Yes  No | | | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity at Smokin Deals? Check all that apply:  Ad in *newspaper*  Job Bulletin (Posting) /Walk-in Website/Facebook  Dept. of Labor/ALEXsys  Referral by employee Other: | | | | | | | |

## EDUCATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School: |  | Yes  No |  |  |  |  |
| GED: |  | Yes  No |  |  |  |  |
| Other School: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. | | | | | | |
| Why do you feel you are qualified to work at Smokin Deals? | | | | | | |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert). Include any other equipment or tools you possess proficiency with.

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| List one of your strengths:  Can you pass a drug test today?  List one of your weaknesses: Yes  No |

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. **Please explain any gaps in employment**. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE:** Northern Trading Group reserves the right to contact all current and former employers for reference information (See RELEASE OF INFORMATION clause on page 3)

|  |  |  |
| --- | --- | --- |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time |
| Primary duties: | | Reason for Leaving: |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully

complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after

employment if discovered at a later date. I authorize Northern Trading Group to investigate, without liability, all statements contained in this

application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection

with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening

for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of

employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of SMOKIN’ DEALS

serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to

comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would

be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory

contributions to the Smokin’ Deals Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be

subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a

provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

I understand that as a condition (and pre-condition) of employment I will be subject to random urine analysis (UA) at employer’s discretion.

**EMPLOYMENT AT WILL**

I acknowledge that my employment with Smokin Deals Quatro of Soldotna, AK is **“at-will”** meaning that the terms of employment may be changed at any time, with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, transfer, benefits, duties, schedule and location of work. My status as an **“at-will”** employee cannot be changed. Furthermore I understand that I will be required to sign a “Non-Competition” clause contract as well as an Acknowledgement of “Smokin Deals’” Employee Handbook, Policies and Procedures ” as a pre-requisite to employment.

I understand by signing and dating below that this constitutes a **RELEASE OF INFORMATION** to any and all entities contacted by management and or officers of :

Northern Trading Group, INC. of Fairbanks, Alaska (907) 456-2020

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

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