



Hardware & Rental

JBK Hardware Inc.
18 Washington Sq., Chestertown, MD 21620
410-778-9600; Fax: 410-778-9410

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

This application is your introduction to our company. So that we may give you prompt and careful consideration, answer all questions carefully and completely. Please type or print legibly in ink. We appreciate your interest.

Name: _____ Position Desired: _____ Today's Date: _____
Last First Middle

Address: _____ Phone Number: _____
Street City/State/Zip

Are you current employed? Yes No Your Email Address: _____

When are you available to work: Full Time
 Part Time (Please indicate availability: Mornings Afternoons Evenings Weekends Weekdays)

If Full Time Employment is not available, would you accept Part-Time? Yes No May we contact your current employer? Yes No

Date available to start work: _____ What is your desired salary range? _____

Are you 18 years or older? Yes No 21 years or older? Yes No Have you reached your 65th birthday? Yes No

EDUCATION

Name and location of school	No. of years attended	Major course(s)	Graduated or Degree	SKILLS	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> POS Machine	<input type="checkbox"/> Electrical
College				<input type="checkbox"/> Key Cutting Machine	<input type="checkbox"/> Plumbing
Business or Trade School				<input type="checkbox"/> Paint Mixing Machine	<input type="checkbox"/> Building Construction
Graduate School				<input type="checkbox"/> Word Processing	<input type="checkbox"/> Computer Skills
Other Training or Education				<input type="checkbox"/> Other Skills	
List school activities and any honors (sports, plays, awards, etc.)					

MILITARY RECORD

U.S. Military Service? Yes No If yes, which branch of service? _____ Final Rank/Grade _____

Specialty/MOS _____ Service dates: From _____ to _____

Current member of National Guard or Reserves? Yes No

GENERAL INFORMATION

Are you a U.S. Citizen? Yes No If not, are you a non-citizen with a Visa? Yes No Can you travel if the job requires it? Yes No

If hired, can you furnish proof of age? Yes No If hired, can you furnish proof you are legally entitled to work in the U.S.? Yes No

Have you ever been employed by our company? Yes No If yes, when and where? _____

Have you previously filed an application with this company? Yes No If yes, year? _____

Do you have any relatives employed by our Company? Yes No If yes, state person's name, job, and relationship _____

Do you have any friends employed by our Company? Yes No If yes, state person's name, job, and location _____

How did you hear of our Company? Employee referral (name of employee _____) Own accord Friend Relative

Advertising (where? _____) Inquiry

Employment Agency (name _____) Other _____

Please list any verified work experience performed on a Volunteer basis: _____

DRIVING RECORD

We check and maintain driver's records, as required by DOT Guidelines.

What type of Driver's License do you hold? Class: _____ State issued by: _____ Expiration date: _____

How many years have you been driving? _____ Explain any restrictions on your license: _____

If your driver's license has been revoked or suspended in the past 10 years, please explain why: _____

Lists any recent moving violations or accidents (past 3 years):

Month/year _____ Description of violation or accident _____

Month/year _____ Description of violation or accident _____

ESSENTIAL JOB FUNCTIONS

Our retail operation has several different types of positions. Each type has essential job functions listed below. Please respond to the questions under the type(s) of job(s) for which you are applying. You may apply for and be interviewed for more than one type of job.

STORE SALES CLERK

- Can you walk and stand on the job for extended periods of time-possibly up to 10 hours? Yes _____ No _____
- Can you consistently lift items that weigh up to 60 pounds? Yes _____ No _____
- Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when unloading trucks or stocking merchandise items? Yes _____ No _____
- Can you work around products such as lawn chemicals, paints, solvents, pool chemicals, chemical cleaners, and thinners? Yes _____ No _____
- Have you had any previous experience in selling or in dealing with people in sales-related situations? Yes _____ No _____
- Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes _____ No _____

WAREHOUSE / OUTSIDE YARD/DELIVERY POSITIONS

- Can you consistently lift items weighing up to 60 pounds? Yes _____ No _____
- Have you ever operated motorized equipment such as forklifts? Yes _____ No _____
- Do you have a valid driver's license? Yes _____ No _____
- Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when unloading trucks or stocking merchandise items? Yes _____ No _____
- Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes _____ No _____
- Can you work handling lawn chemicals, paints, solvents, pool, and cleaning chemicals and thinners? Yes _____ No _____

OFFICE /CLERICAL / CASHIER

- Do you have any experience in handling payroll, accounts payable, accounts receivable, or general ledger on a manual or computerized system? Yes _____ No _____
- Do you have experience working a cash register or handling cash transactions? Yes _____ No _____
- Have you ever been required to make cash bank deposits for a business? Yes _____ No _____
- Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes _____ No _____

RENTAL

- Do you have any experience working on / repairing small gasoline engines? Yes _____ No _____
—Is this experience more *maintenance* related or *repair* related? (Circle one or both.)
- Do you have any experience working on / repairing diesel engines? Yes _____ No _____
- Do you have any experience repairing small electrically operated equipment? Yes _____ No _____
- Can you work outside in hot / cold conditions for extended periods of time? Yes _____ No _____
- Can you consistently lift items that weigh up to 60 pounds? Yes _____ No _____
- Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when loading/unloading trucks or stocking rental / merchandise items? Yes _____ No _____
- Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes _____ No _____

EMPLOYMENT HISTORY

Give names and addresses of all previous employers. If you are now working, present employer and reason for desire to quit must be included. Additional paper will be provided upon request. Also give reason for any lapse of time between jobs. **MAY WE CONTACT YOUR CURRENT EMPLOYER?** Yes No

EMPLOYER (Latest First)	Dates Employed	Earnings History	Titles and Duties	Reason for Leaving
Name	From	Start		
Address City/State/Zip	To	Final		
Telephone	Supervisor			
Name	From	Start		
Address City/State/Zip	To	Final		
Telephone	Supervisor			
Name	From	Start		
Address City/State/Zip	To	Final		
Telephone	Supervisor			
Name	From	Start		
Address City/State/Zip	To	Final		
Telephone	Supervisor			

ADDITIONAL INFORMATION

Explain why you want to work for this Company. _____

What aspects of this opportunity interest you the most? _____

Explain what customer service means to you. _____

What personal traits and interests do you have that would be helpful in making you and this Company more successful? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company? _____

(Additional paper will be provided upon request.)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW. This application is considered current for 90 days. If you want to be considered for employment after this time, you must renew your application in writing.

I certify that the information contained in this application and/or any supplement thereto, is correct to the best of my knowledge and understand that any misstatement or omission of information is grounds for dismissal in accordance with Company Policy. I authorize JBK Hardware Inc. to contact my current or prior employers and request any information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I expressly release JBK Hardware Inc. and all parties providing such information from any and all liability or responsibility for damage that may result from furnishing the same to you.

If I am offered a position with the Company, I agree to conform to the applicable rules, regulations and policies of the Company, and acknowledge that my employment and compensation can be terminated at any time with or without cause, and with or without notice, at the option of either the Company or myself. I further understand that no representative of the Company has any authority to make any agreement contrary to the foregoing or to bind the Company for the employment of any person for any specified period of time.

Date: _____ Signature: _____

I understand that employment by this Company makes me subject to all provisions of employment-at-will laws. I also understand that any job offer could be contingent on my passing a drug screening test if that is Company Policy for all job offers.

Date: _____ Signature: _____

“Under Maryland Law, an Employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An Employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.”

Date: _____ Signature: _____

You must fill in your own application and fully complete this application in order to receive proper consideration.