



# APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

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

*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.*