

Brookside Sales Inc. Application for Employment

Brookside Sales Inc. is an Equal Opportunity Employer. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his/her race, color, religion, age (40 or older), sex (except where age or sex constitute a bonafide occupational qualification), ancestry, national origin, veteran status, non-job related handicap or disability, or any other legally protected status. All information will be treated confidentially. This application is void after 90 days. If you have not been hired within that period of time and are interested in being considered for employment, you must reapply.

If you require assistance of a reasonable accommodation in completing this application or any aspect of the interview process, please contact the Brookside Sales offices.

PLEASE PRINT

PLEASE USE INK

PLEASE ANSWER ALL QUESTIONS

Today's Date: _____ Position Applied For: (check all that apply)
___ Sales ___ Clerical/Office ___ Warehouse ___ Accounting ___ Other
Employment Type: (check all that apply)
___ Full Time ___ Part Time ___ Temporary

Last Name	First Name	Middle Name	Suffix	

Address/Number	Street	City	State	Zip Code

Telephone Number(s) (C) _____ (W) _____			Driver's License Number & State _____	
Any Other Names used: _____				
Email: _____				

Minimum salary requirements: _____

On what date are you available for work: _____

Will you work extra hours if required: Yes _____ No _____

Are you at least 18 years old: Yes _____ No _____

If not can you provide required proof of your eligibility to work: Yes _____ No _____

Are you currently working: Yes _____ No _____

May we contact your present employer: Yes _____ No _____

Are you legally eligible for employment in the United States: Yes _____ No _____

(Proof of citizenship or the ability to work in this country will be required upon employment.)

Have you ever been convicted of or pleaded guilty to a crime: Yes _____ No _____

(Conviction of a crime will not necessarily disqualify an applicant from employment.)

If yes, please explain:

EDUCATION

High School Name
Date of Graduation
College / Vocational Training Name
Date of Graduation
Field of Study
List any equipment, machines, computer and/or software training:

EMPLOYMENT EXPERIENCE: (all employment information must be completed even if resume is attached.) Please start with your present or most recent job. You may include military service. You should exclude organizations that indicate race, religion, national origin, disability, or other protected status. Please explain any periods of unemployment.

1.

Employer	Dates Employed	Work Performed
Phone Number	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

2.

Employer	Dates Employed	Work Performed
Phone Number	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

3.

Employer	Dates Employed	Work Performed
Phone Number	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

4.

Employer	Dates Employed	Work Performed
Phone Number	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

SPECIAL SKILLS AND QUALIFICATIONS

Summarize any special job related skills and qualifications you have acquired from prior employment that may assist you in our organization:

REFERENCES

1. Name: _____ Phone Number: _____ Relationship _____
--

2. Name: _____ Phone Number: _____ Relationship _____
--

3. Name: _____ Phone Number: _____ Relationship _____
--

4. Name: _____ Phone Number: _____ Relationship _____
--

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Why did you decide to seek employment with Brookside Sales Inc.?

2. How would you describe yourself?

3. What two or three things are important to you in your job?

APPLICANT'S CERTIFICATION AND AGREEMENT

(Please read the following statements carefully)

I hereby affirm that the information provided in this employment application is true and complete to the best of my knowledge. I understand that any false information, misrepresentations, or omissions, may disqualify me from further consideration for employment, or may result in dismissal if discovered at a later date. I understand that if I am hired, the information given in this application will become part of my personnel record.

I understand that in order to perform the job that I have applied for, it may be necessary to handle product or drums that weigh 400 plus pounds. By signing this application, I am agreeing that I am capable of this job requirement.

I authorize Brookside Sales Inc. to make a thorough investigation of my previous employment, driving, education, criminal and credit record background in connection with its consideration of my application. I authorize any person, agency, institution, company, or other entity to give Brookside Sales Inc. any and all information they may have, and I release all parties from liability for any damages that may result from furnishing any of this information to Brookside Sales Inc. I also release, indemnify and hold Brookside Sales Inc. harmless from any liability which may result from the investigation or inquiry it makes, or in connection with the information it receives.

I agree that, if employed, I will abide by the policies, procedures, rules, and regulations of Brookside Sales Inc. I agree, notwithstanding any representations, documents or statements, that if I am hired, my employment with Brookside Sales Inc. will be on an at-will-basis. I understand that this means my employment can be terminated with or without cause and with or without notice at any time by me, or by Brookside Sales Inc., and that my employment with Brookside Sales Inc. will continue only for as long as Brookside Sales Inc. desires my services. I understand that no representative of Brookside Sales Inc. has any authority to make any oral, written, or implied agreement to the contrary to the foregoing and that no course of conduct by Brookside Sales Inc. or its representatives will alter the at-will nature of my employment. I also understand that, if employed, the wages and benefits provided or paid to me do not alter the at-will nature of my employment.

I further agree, that, if hired, any money I owe Brookside Sales Inc. may be taken out of any monies I am due including, but not limited to, wages, bonuses, and vacation pay.

I understand that it is a violation of company policy for any employee to sell, distribute, manufacture, dispense, possess, use, purchase, or have in his/her system a prohibited level of alcohol or controlled substances while on Brookside Sales Inc. premises, the property of Brookside Sales Inc. customers' property, or during working hours. I further understand that, as a condition of employment, I may be required to submit to drug and/or alcohol test in connection with applying for employment with Brookside Sales Inc. I also understand that refusal to submit to, or to cooperate fully with, the administration of an alcohol or drug test will be considered as a withdrawal of my application for employment. I further understand that if I am hired, there may be circumstances under which I may be required to submit to drug and alcohol tests and that I must cooperate fully in the administration of such tests. I hereby consent to the disclosure of all test results by the testing facility to the management of Brookside Sales Inc.

I understand that this application will be in effect for 90 days from the date indicated below and that if employment is not offered within the 90 day period, I must reapply to be considered for future employment.

I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY OPPORTUNITY FOR EMPLOYMENT, AND I ACCEPT THEM AS CONDITIONS OF EMPLOYMENT BY BROOKSIDE SALES INC.

Applicant's Signature

Date

FOR BROOKSIDE SALES INC. MANAGEMENT USE ONLY

Arrange interview: Yes ____ No ____

Date: _____

By: _____

Date: _____