



APPLICATION FOR EMPLOYMENT

TO APPLICANT: Novick Brothers is an Equal Opportunity Employer. None of the information disclosed on this application will be used by the company in an unlawful, discriminatory manner or for an unlawful discriminatory purpose. **Should you require any physical or other assistance in completing this application, assistance is available by Personnel.**

Date _____ Position(s) desired _____

Are you willing to work: Full Time Part Time Temporary Weekends Evenings Nights

Have you previously applied for a job at Novick Brothers? Yes No When? _____

Have you previously been employed by Novick Brothers? Yes No When? _____

How did you hear about the position for which you have applied? _____

When could you start work at Novick Brothers? _____

PERSONAL INFORMATION (Complete all applicable information legibly)

Name _____
Last First Middle

Address _____ City _____ State _____ ZIP _____

Evening Phone _____

Day Phone _____

E-mail Address _____

Are you legally eligible for employment in the United States? Yes No
(Proof of U.S. citizenship or immigration status will be required upon hiring.)

Are you under 18? Yes No
(If any doubt exists concerning minimum age, you may be required to provide proof of age.)

EDUCATION INFORMATION

NOTE: If you wish, you may provide the date of receipt of diplomas or degrees. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

	School & Address	No. Yrs. Attended	Major Subjects Studied	Graduated Yes or No	Degree Received
High School					Diploma or GED
College					College Degree Received
Other (Trade, Correspondence)					Certificate Received



EMPLOYMENT HISTORY (List your last 3 jobs, beginning with your present or most recent one)

POSITION TITLE

From _____ To _____
Month / Date / Year Month / Date / Year

Full Time Part Time

Employer _____

Final salary _____

Address _____

Phone _____

Supervisor _____

Title _____

Position duties _____

Reason for leaving _____

POSITION TITLE

From _____ To _____
Month / Date / Year Month / Date / Year

Full Time Part Time

Employer _____

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Reason for leaving _____



MISCELLANEOUS

If applying for a clerical position, what business equipment can you operate? _____

In what computer software programs are you proficient? _____

Do you have any job-related licenses or certifications? Yes No

If "Yes," please indicate which _____

Have you ever pled guilty or no contest or been convicted of a crime or felony more serious than a minor traffic violation?

NOTE: A conviction record is not an automatic bar to employment. Each situation is considered in relation to the position applied for.

Yes No If "Yes," please explain: _____

Date of conviction[s] _____

REFERENCES OTHER THAN RELATIVES

Name: _____ Address: _____
Occupation/Position Title: _____ Tel. No.: _____ Years Known: _____

Name: _____ Address: _____
Occupation/Position Title: _____ Tel No.: _____ Years Known: _____

Name: _____ Address: _____
Occupation/Position Title: _____ Tel No.: _____ Years Known: _____

PLEASE READ CAREFULLY

To the best of my knowledge and belief, all statements made in this Application are correct. I understand that any falsified statements on this Application, or omissions of fact, either on this Application or during the pre-employment process, will result in my application being rejected, or, if I am hired, in my employment being terminated without notice.

I understand that I cannot be hired without a fully completed and signed application form. I authorize Novick Brothers to make inquiries concerning my background, personal character, and employment record. I further authorize Novick Brothers to contact my current and former employers/supervisors and the references I provided on this Application. I hereby release all persons who provide any such information to Novick Brothers from any liability or damages.

I further understand that employment is contingent upon the completion and results of applicable pre-employment tests and background checks. I agree to sign any applicable consent or authorization forms.

If hired, I agree to abide by the policies and procedures of Novick Brothers. Further, **I understand that, if hired, my employment and compensation is for no definite period of time, and may be terminated with or without reason, and with or without notice, at any time.**

I also understand that, if hired, federal law requires that I furnish documentation establishing my identity, eligibility to work in the United States, and residency.

Date _____ Signature of Applicant _____



Authorization to Obtain Consumer and/or Credit Report

In connection with my application for employment with Novick Brothers, I hereby authorize Novick Brothers to obtain a consumer and/or credit report from one or more consumer reporting agencies as authorized under the Federal Fair Credit Reporting Act. These reports may contain the following types of information:

- 1. Names of previous employers
- 2. Dates of previous employment
- 3. Reasons for leaving previous employment
- 4. Driving records
- 5. Criminal records, including sex offender records
- 6. Credit history

Novick Brothers certifies that the report will not be used in violation of any federal, state or local employment laws or regulations. Novick Brothers will provide a copy of the report to the applicant / employee upon written request and before any adverse employment action is taken. Novick Brothers will also provide the name, address and telephone number of the reporting agency and a summary of the employee's rights under the Fair Credit Reporting Act, including the employee's right to dispute any inaccurate information on file with a credit bureau.

Confidentiality and Disposal of Consumer Credit Reports and Information

In compliance with federal law, all hard copies of consumer credit reports and information obtained from third party reporting agencies in the regular course of business will be stored under lock and key. Only authorized employees may access these records. Similarly, consumer credit reports and information may be accessed on-line only by authorized employees. Any employee authorized to access consumer credit information is expected to maintain the confidentiality of this information.

Print Applicant Name:

Applicant Signature:

Date:

Social Security Number:
