

# OFFICE, SALES, AND SHOWROOM



## EMPLOYMENT APPLICATION



*The company considers all qualified applicants without regard to race, color, religion, national origin, age, disability, disabled veterans, veterans from the Vietnam War, or other legally protected status.*

**PLEASE READ CAREFULLY ♦ PRINT CLEARLY ♦ ANSWER ALL QUESTIONS**

<b>GENERAL INFORMATION</b>		Date of Application: ____ / ____ / ____	
Last Name		First Name	Middle Name
Present Address		City	State      Zip Code
Phone Number (      )	Best Time to Call You?	Social Security Number	
Work Phone Number (      )	May We Contact You at Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Best Time to Call You?	
Position Applying For		Earnings Expected	Date Available to Work /      /
Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> 1 <sup>st</sup> Shift (Day Shift) <input type="checkbox"/> 2 <sup>nd</sup> Shift (Evening Shift) <input type="checkbox"/> 3 <sup>rd</sup> Shift (Night Shift)			
Referred By: <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____			
<p><b>WAREHOUSE/DRIVER APPLICANTS:</b> All warehouse and driver applicants at Kohl Wholesale are required to have a class 'A' CDL either before hire or within the first 75 days of employment.</p> <p>Do you currently have a CDL (commercial driver's license)?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If so, what class is your CDL?   <input type="checkbox"/> A   <input type="checkbox"/> B   <input type="checkbox"/> Other _____</p> <p>If not, are you willing to get the class 'A' CDL within the first 75 days as required?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
If you are under 18, can you furnish a work permit?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		Are you either a United States citizen or an alien authorized to work in the United States?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Have you ever been employed with this company before?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, what division/department? _____</p> <p>Date of Employment: From _____ To _____</p> <p>Reason for Leaving? _____</p>			
<p>Have you served in the United States Armed Forces?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Branch of Service: _____ Date of Service: From _____ To _____</p>			
<p>Have you ever been convicted of a felony and/or crime that has not been expunged?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, please explain in detail. (A conviction will not necessarily be a bar to employment; factors such as age and time of the offense, seriousness, violation, and rehabilitation will be taken into account.) _____</p> <p>_____</p> <p>_____</p>			

EMPLOYMENT HISTORY		<i>List your last three (3) employers, assignments, or volunteer activities, starting with the most recent.</i>			
Employer	Dates Employed: From _____ To _____				
Address and Phone Number	Starting Wage/Salary: _____ per _____ Final Wage/Salary: _____ per _____				
Job Title	Summarize the nature of the work performed:				
Immediate Supervisor and Title					
Reason for Leaving					
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Employer	Dates Employed: From _____ To _____				
Address and Phone Number	Starting Wage/Salary: _____ per _____ Final Wage/Salary: _____ per _____				
Job Title	Summarize the nature of the work performed:				
Immediate Supervisor and Title					
Reason for Leaving					
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Employer	Dates Employed: From _____ To _____				
Address and Phone Number	Starting Wage/Salary: _____ per _____ Final Wage/Salary: _____ per _____				
Job Title	Summarize the nature of the work performed:				
Immediate Supervisor and Title					
Reason for Leaving					
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PERSONAL REFERENCES		<i>Please ensure that reference names and telephone numbers are completed below.</i>			
Name of Reference (Other than relatives)	Street Address	City	State	Zip Code	Telephone Number with Area Code

## EDUCATION, ORGANIZATIONS, SKILLS, AND ACCOMPLISHMENTS

EDUCATION: School Name	City and State	Years Completed	Degree/ Diploma	Area of Specialty

**SKILLS AND QUALIFICATIONS:** *Summarize any special training, skills, licenses, certificates, and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying.*


**ORGANIZATIONS:** *List professional, trade, business, or civic associations, and any offices held.*

Organization	Offices Held

**ACCOMPLISHMENTS/AWARD:** *List special accomplishments, awards, publications, etc.*


### MISCELLANEOUS INFORMATION

Have you ever been reprimanded, counseled, or terminated for absenteeism or tardiness?  Yes  No  
If yes, please explain.


Why do you want to work for this company?


List any additional information you would like us to consider.


## WAREHOUSE/DRIVER APPLICANTS ONLY

### Accident Record for Past 3 Years or More (Attach Sheet if More Space is Needed)

Dates	Nature of Accident (Head-on, Rear-end, Upset)	# of Fatalities	# of Injuries

### Traffic Convictions and Forfeitures for the Past 3 Years (Other Than Parking Violations)

Date	Location	Charge	Penalty

### Driver Licenses

State	License Number	Type (CDL, A, B, D)	Expiration Date

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?  Yes  No

If yes, provide details:

Has any license, permit, or privilege ever been suspended or revoked?  Yes  No

If yes, provide details:

Driving Experience: Type of Equipment (Straight Truck, Semi, Van, Tank, Flat, Doubles/Triples, Etc.)	Dates	Approx. No. of Miles

### AUTHORIZATION: READ CAREFULLY: I hereby certify that my answers on this application are true and complete.

I believe that the following information will assist me in obtaining employment: my performance as an employee; my habits, conduct, and credit history; and the information outlined in this application. Therefore, I specifically authorize any person, including, but not limited to, former employers, school officials, and persons named herein, to make full response to an inquiry in connection with my application.

In consideration for Kohl Wholesale's act of considering me for employment, I hereby release and hold harmless Kohl Wholesale and anyone who responds to Kohl Wholesale's inquiries, together with their officers, agents, employees, affiliated corporations, subsidiaries, successors, and assigns from any and all liability in any way of the investigation of my suitability for employment with Kohl Wholesale.

I understand that if I am employed by Kohl Wholesale:

- ◆ Any information withheld or falsely provided above or in connection with my application will subject me to termination.
- ◆ My employment will not be for any specific length or term.
- ◆ My employment and compensation can be terminated by me or Kohl Wholesale at any time, with or without notice, and with or without cause and for any reason or no reason. No present or future employee handbook, policy manual, or publication constitutes an employment agreement or contract.
- ◆ No employee of Kohl Wholesale (other than its President) has the authority to commit to employment for anyone for any definite or estimated period of time.
- ◆ I agree to observe all company rules and work in a safe manner and fully understand that failure to do so may subject me to disciplinary action, up to and including discharge.
- ◆ I understand that the purchase, sale, use, possession, or being under the influence of drugs and/or any controlled substance, other than that prescribed by a physician, is strictly prohibited on company premises and/or time and will lead to disciplinary action, up to and including discharge.
- ◆ I understand that the use, possession, and/or being under the influence of alcohol on company premises and/or time will lead to disciplinary action, up to and including discharge.
- ◆ I understand that Kohl Wholesale may use employment agencies for temporary employees or for the review periods of temp-to-hire employees.
- ◆ I understand that this application will be considered current for 90 days. A new application must be completed for further consideration after 90 days.

APPLICANT'S SIGNATURE	DATE /      /
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