

# OFFICE, SALES, AND SHOWROOM



130 Jersey St.  
P.O. Box 1129  
Quincy, IL 62306  
[www.kohlwholesale.com](http://www.kohlwholesale.com)

## 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	
Present Address		City	State    Zip Code
Phone Number (    )	Cell Phone Number (    )	E-Mail Address	
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"/> Kohl Website <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' C.D.L. either before hire or within the first 75 days of employment. Also, a commercial driver's license may be required for specialized positions in the office.</p> <p>Do you currently have a C.D.L. (commercial driver's license)?   <input type="checkbox"/> Yes   <input type="checkbox"/> No          If so, what class is your C.D.L.?   <input type="checkbox"/> A   <input type="checkbox"/> B   <input type="checkbox"/> Other          If not, are you willing to get the class 'A' C.D.L. 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	
Have you ever been employed with this company before?   Yes   No    If yes, what department? _____ Date of Employment: From _____ To _____ Reason for Leaving? _____			
Have you served in the United States Armed Forces? Branch of Service: _____ Date of Service: From _____ To _____			
<p>***Kohl Wholesale reserves the right to conduct background checks on possible candidates for convictions of felony, misdemeanor, and/or a crime that has not been expunged from applicant's records. A conviction will not necessarily be a bar to employment; factors such as age, time of the offense, seriousness, type of offense, and rehabilitation will be taken into account.</p>			

<b>EMPLOYMENT HISTORY</b>	List your last three (3) employers, assignments, or volunteer activities, starting with the most recent.
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	

<b>PERSONAL REFERENCES</b>	Please ensure that reference names and telephone numbers are completed below.		
Name of Reference (Other than relatives)	Address of Reference Street Address	City	State Zip Code
			Telephone Number with Area Code

**EDUCATION, ORGANIZATIONS, SKILLS, AND ACCOMPLISHMENTS****EDUCATION:**  
School Name

City and State

Years  
CompletedDegree/  
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 (C.L., 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 results from a background check regarding certain types of offenses may preclude me from employment with Kohl Wholesale.
- 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

/ /

\*\*\*Resumes came be mailed in addition to the Kohl Wholesale Application; [P.O. Box 1129 Quincy, IL 62306](mailto:KohlWholesale@kohlwholesale.com)