



APPLICATION FOR EMPLOYMENT

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

E-mail: _____

Are you over 18 years of age? Yes No

Are **you** legally authorized to work in the United States? (If you are offered employment, you will be required to provide documentation to verify your authorization to work in the United States. Yes No

Have you ever been convicted of a felony? Yes No

If yes, with respect to each conviction, please provide the following information (use additional pages if necessary):

<u>Crime of which you were convicted</u>	<u>Date of conviction</u>	<u>State in which conviction occurred</u>

NOTE - A criminal conviction is not an automatic bar to employment with Top Notch Distributors, Inc. In evaluating the suitability and qualifications of an applicant who has been convicted of a crime(s), Top Notch Distributors, Inc. will consider all relevant circumstances, including: (a) the period of time that has passed since the conviction; (b) any evidence of rehabilitation; and (c) the nature of the crime(s) and the operations in which Top Notch Distributors, Inc. engages. For purposes of this application, a "conviction" includes, but is not limited to, regardless of whether or not a sentence was imposed, a: (i) finding of guilty by a judge or jury; (ii) entry of a guilty plea; (iii) entry of a plea of "nolo contendere" or no contest; and (iv) any Accelerated Rehabilitative Disposition (ARD) agreement, or any deferred judgment or deferred sentencing arrangement. Top Notch Distributors, Inc. shall notify the applicant in writing if the decision not to hire the applicant is based, in whole or in part, on the applicant's criminal history record information.

Have you ever been terminated or asked to resign from previous employment? Yes No

If yes, briefly explain:

EMPLOYMENT DESIRED

Position for which you are applying: _____ Salary Expected: _____

Full Time Part Time Temporary Seasonal

Availability—Please indicate AM or PM

Mon. Tues. Wed. Thur Fri. Sat. Sun.

To							
From							

What Source referred you to Top Notch Distributors, Inc.?

Top Notch Distributors, Inc. is an Equal Opportunity Employer

WORK EXPERIENCE (Note: List employers in reverse order starting with most recent.)*

Employer Name: _____ Address _____

Telephone: (____) _____ Contact Name: _____

Position Held: _____ From: _____ To: _____ Rate of Pay: _____

May we contact? Yes No

Reason for leaving:

Employer Name: _____ Address _____

Telephone: (____) _____ Contact Name: _____

Position Held: _____ From: _____ To: _____ Rate of Pay: _____

May we contact? Yes No

Reason for leaving:

Employer Name: _____ Address _____

Telephone: (____) _____ Contact Name: _____

Position Held: _____ From: _____ To: _____ Rate of Pay: _____

May we contact? Yes No

Reason for leaving:

• Attach a separate sheet for additional references or resume, if available.

EDUCATIONAL BACKGROUND

	High School	College/University	Other
School Name	_____	_____	_____
Years Completed	9 10 11 12	1 2 3 4	_____
Degree/Diploma	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Course of Study	_____	_____	_____
Major/Degree	_____	_____	_____

JOB RELATED SKILLS

Computer skills/software packages: _____

Describe any other specialized training or qualifications relating to this position (i.e. seminars, U.S. military, professional affiliations, certificates or awards) _____

PROFESSIONAL/PERSONAL REFERENCES

	NAME	PHONE	RELATIONSHIP
1.	_____	(____) _____	_____
2.	_____	(____) _____	_____
3.	_____	(____) _____	_____

DECLARATION

The information in this application is accurate and subject to verification by Top Notch Distributors, Inc. I understand the furnishing of any misleading or incorrect information may result in termination of my employment. I affirm that I have a genuine intent and no other purposes in applying for a job with the firm. I hereby give permission to Top Notch Distributors, Inc. or its duly authorized representative to contact any persons, companies, or educational institutions named in this application, other than my present employer except as consented to herein. If I am hired by Top Notch Distributors, Inc., I agree that I will not disclose or use in connection with my employment with Top Notch Distributors, Inc. any confidential or proprietary information of a former employer which is not publicly available from another source, and that my acceptance of employment with Top Notch Distributors, Inc. will not violate any agreement or covenant with any persons or company. I understand that, in the event that I am hired by Top Notch Distributors, Inc., my employment with Top Notch Distributors, Inc. is at will, and either myself or Top Notch Distributors, Inc. may terminate the relationship at any time, for any reason, with or without cause.

X

Signature of Applicant

Date

Please send completed application to:

Top Notch Distributors
Attn: HR Department
417 Erie St.
Honesdale, PA 18431