Naperville Kayak Employment Application Form

|  |  |  |
| --- | --- | --- |
| PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE |  |  |
| APPLICATION FOR EMPLOYMENT |
| APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS |
|  |
| PLEASE COMPLETE PAGES 1-3. | DATE  |
| Name  |
|  Last First Middle Maiden |
| Present address  |
|  Number Street City State Zip |
| Telephone ( )  |  |
| If hired, can you provide proof of US Citizenship or proof of your legal right to work in the US? |
| If under 16, can you provide proof of eligibility to work? YES NO |
| How many hours can you work weekly? \_\_\_\_\_\_\_\_\_\_\_\_\_ Can you work evenings and weekends?  |
| When will you be available for work? \_\_\_\_\_\_\_\_\_If you will be leaving for school in the fall, when will you leave? \_\_\_\_\_\_\_\_\_\_\_ |
| If hired, are there any special accommodations the company would need to provide so you can perform the essential functions and duties of this position? ❑ YES ❑ NO If Yes, please explain: |
| How did you hear about this position?  |
|  |
| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION(Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
| High School |  |  |  |  |
|  |  |  |  |  |
| College |  |  |  |  |
|  |  |  |  |  |
| Bus. or Trade School |  |  |  |  |
|  |  |  |  |  |
| Professional School |  |  |  |  |
|  |  |  |  |  |
|  |
| HAVE YOU EVER BEEN CONVICTED OF A CRIME? ❑ No ❑ Yes |
| If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.  |
|   |

|  |
| --- |
| DO YOU HAVE A DRIVER’S LICENSE? ❑ Yes ❑ No |
| What is your means of transportation to work?  |
|  |
| Please list two references other than relatives or previous employers. |
| Name  | Name  |
| Position  | Position  |
| Company  | Company  |
| Address  | Address  |
|   |   |
| Telephone ( )  | Telephone ( )  |
|  |
| An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. |
|  |
|  |

|  |  |
| --- | --- |
| Work Experience | Please list your work experience beginning with your most recent job held.If you were self-employed, give firm name. Attach additional sheets if necessary. |
|  |  |
| Name of employer Address | Name of last supervisor | Employment dates | Pay or salary |
| City, State, Zip CodePhone number |  | FromTo | StartFinal |
|  | Your last job title |
| Reason for leaving (be specific) |
| Please list specific duties or skills gained at this position: |
|  |
|  |
| Name of employer Address | Name of last supervisor | Employment dates | Pay or salary |
| City, State, Zip CodePhone number |  | FromTo | StartFinal |
|  | Your Last Job Title |
| Reason for leaving (be specific) |
| Please list specific duties or skills gained at this position: |
|  |

|  |
| --- |
| May we contact your present employer? ❑ Yes ❑ No |

|  |
| --- |
| PLEASE READ CAREFULLY |
| APPLICATION FORM WAIVER |
| In exchange for the consideration of my job application by Naperville Kayak (hereinafter called “the Company”), I agree that:Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Naperville Kayak, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Naperville Kayak may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. |
| I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract. |
| I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations. |
| I further understand that my employment with the Company shall be probationary for a period of thirty (30) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party. |
| Signature of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications. |
|  Thank you for completing this application form and for your interest in Naperville Kayak. |