



Sales Employment Application

Personal Information

* denotes required fields

*First Name

*Last Name

Middle Initial

*Home Address

*City, State, Zip

*Birthday

E-mail Address

*Best Times To Call

*Phone

Social Security Number (optional)

Driver's License Number/State/Exp. (If job involves any driving)

Employment Desired

*Position Applied For

How did you hear about this position?

*Date available for work

Desired Hours (full time, part time, etc.)

What percentage of time are you willing to travel?

Are you willing to relocate?

Yes

No

Education

| | | | |
|------------------------|-----------------|----------------------|----------------|
| High School | Course of Study | Total Years of Study | Degree/Diploma |
| Undergraduate College | Course of Study | Total Years of Study | Degree/Diploma |
| Graduate/ Professional | Course of Study | Total Years of Study | Degree/Diploma |
| Other (Specify) | | | |

List any seminars, classes or other education not listed above which may help qualify you for this position. (If you need additional space, please use the notes section at the end of the application).

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

*May we contact your current employer?

YES

NO

Employer

Start Date

End Date

Address

City, State, Zip

Starting Salary

Phone Number

Fax Number

Ending Salary

Supervisor(s)

E-mail address of supervisor

Job Position(s)

Essential Job Functions of Final Position

What value did you add to this company or its customers?

Employment History 2

Employer

Start Date

End Date

Address

City, State, Zip

Starting
Salary

Phone Number

Fax Number

Ending
Salary

Supervisor(s)

E-mail address of supervisor

Job Position(s)

Essential Job Functions of Final Position

What value did you add to this company or its customers?

Employment History 3

Employer

Start Date

End Date

Address

City, State, Zip

Ending
Salary

Phone Number

Fax Number

Starting
Salary

Supervisor(s)

E-mail address of supervisor

Job Position(s)

Essential Job Functions of Final Position

What value did you add to this company or its customers?

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for.

| Language: | I can | | Level |
|-----------|-------|------|-------|
| | speak | read | |
| | write | | |

| Language: | I can | | Level |
|-----------|-------|------|-------|
| | speak | read | |
| | write | | |

Tell us about your sales experience, including product, type of customer, inside or outside sales, etc.

What interested you about the position we have available?

Tell us why you would be the perfect person for this position?

Describe what you believe are the most unique features of your work history.

Additional Information

*Have you ever been employed with this company before? If yes, when?

Yes No

*Do you have any friends or relatives employed by this company?

If yes, please provide their names and relationship to you.

Yes No

*Are you currently employed?

Yes No

*May we contact your employer?

Yes No

*Are you currently on "lay off" status and subject to recall?

Yes No

*If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?

Yes No

*If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? If yes, please explain.

Yes

No

*If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"?

Yes No N/A

*If hired, do you have a reliable means of transportation to and from work?

Yes No

*If hired, would you be able to travel or work overtime as needed?

Yes No

*Have you ever been convicted of a felony or misdemeanor?

Yes No

If yes, please explain:

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTIONS ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS.

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the following instructions before responding.

CA Do not provide information concerning:
(1) Any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated or:
(2) Any misdemeanor conviction for which probation has been completed or discharged and the case has been judicially dismissed.

MA Have you ever been convicted of a felony?
 Yes No Record

If so, when?

Within the last five years have you been convicted of or released from incarceration for a misdemeanor, which was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace?

Yes No Record

MA (A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation?)

In Massachusetts, an application for employment with a sealed record on file with the commissioner of probation may answer "No Record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "No Record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "No Record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

- NV** Only report those convictions that occurred within the past seven (7) years.
- NH** Only report those convictions that have taken place in the past seven (7) years. Convictions which have not been annulled, will not necessarily disqualify you from employment.
- OR** Do not provide information concerning a juvenile record that has been expunged.
- SD** Have you been convicted of a felony?
- WA** Limit your answer to convictions for which the date of conviction or prison release, whichever is more recent, is within seven (7) years of today's date.

References

List below three persons not related to you who have knowledge of your work performance within the last five years.

| *Name | *Occupation | | |
|---------------|-------------|----------------------------------|--|
| *Company Name | Address | | |
| *Telephone | E-mail | *Relationship & years acquainted | |

| *Name | *Occupation | | |
|---------------|-------------|--|--|
| *Company Name | Address | | |

*Telephone

E-mail

*Relationship & years
acquainted

*Name

*Occupation

*Company Name

Address

*Telephone

E-mail

*Relationship & years
acquainted

Additional space provided to expand on any points or questions asked previously in this application.

Please read each statement closely and initial each acknowledging your understanding.

*Initial

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desired to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State, or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

*Initial

DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such a conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

*Initial

DISCLOSURE TO APPLICANTS CONCERNING DRUG/ALCOHOL TESTING

If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable ground to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

*Initial

COMPLETE AND ACCURATE INFORMATION

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

*Initial

AT-WILL EMPLOYMENT

I understand that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

*Initial

TESTING AUTHORIZATION

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

*Initial

INVESTIGATION AUTHORIZATION

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

*Initial

COMPANY OBLIGATION

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand the the Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

*Signature

*Date