

TRIANGLE Distributing Co.

Application for Employment

All applicants will receive consideration for employment without regard to race, gender, religion, sexual orientation, pregnancy, age, marital status, national origin, genetic information, physical or mental handicap or any other characteristic that is prohibited by law. The following information is requested in order to help us make the best possible placement within the Company. Our Company subscribes to a **drug free work place** You may be required to submit to a drug and/or physical screen as part of your initial application process. All portions of this application pertaining to you must be completed. Please do not refer to information on your resume. .

We appreciate the time you spend completing this application.

Position Desired

Position Applied For: _____

Full Time? Yes No

Have you ever interviewed for this company? Yes No If yes, when? _____

Have you ever worked for this company? Yes No

If yes, what was the last date of employment? _____

Personal

Name: _____
Last First Middle Initial

Other names used: _____

Present Address: _____
Street City State Zip

E-mail Address: _____

Primary Number: _____ Secondary Number: _____

General Information

Federal law prohibits the employment of unauthorized persons. Should you be hired, satisfactory proof of employment authorization and identity will be required within three (3) working days of hire. Failure to submit such proof within the required time will result in immediate dismissal.

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|--|-----|----|-----|
| If hired, can you furnish proof of citizenship or authorization to work? | Yes | No | |
| If you are under the age of 18 years old, do you have a work permit? | Yes | No | n/a |
| If required, would you be willing to work: (circle all that apply) Shifts - Weekends - Holidays | Yes | No | |
| Do you speak a foreign language? If yes, which language(s)? | Yes | No | |
| Were you ever enlisted in the military? | Yes | No | |
| Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations, in a safe or efficient manner? | Yes | No | |
| Do you have any relatives or personal friends working for the Company? | Yes | No | |
| If yes, who and relationship? | | | |
| Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the following questions: | | | |
| Type or Class of License: | | | |
| Have your driving privileges ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Have you ever been convicted of a crime other than a traffic violation?* <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If yes to above question, please explain and state the charge, the court, and the date of the conviction and the disposition of the case: | | | |

*Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

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Application for Employment - Continued

Work Experience

Please account for all time for the last five (5) years. Include periods of unemployment and any prior employment by this Company. Begin with your most recent job. Use a separate sheet of paper if needed. **Do not reference resume.**

May we contact your employer? Yes No

| | | | |
|---|---------------------|--------------------------------|-----------------|
| <i>Present Employer</i> | <i>Address</i> | <i>From Mo/Yr</i> | <i>To Mo/Yr</i> |
| <i>Name and title of your supervisor</i> | <i>Phone Number</i> | <i>Starting Salary,</i> | <i>Mo/Hrly?</i> |
| <i>Your title and description of your duties:</i> | | <i>Ending Salary, Mo/Hrly?</i> | |
| | | <i>Reason for Leaving?</i> | |
| <i>Employer</i> | <i>Address</i> | <i>From Mo/Yr</i> | <i>To Mo/Yr</i> |
| <i>Name and title of your supervisor</i> | <i>Phone Number</i> | <i>Starting Salary,</i> | <i>Mo/Hrly?</i> |
| <i>Your title and description of your duties:</i> | | <i>Ending Salary, Mo/Hrly?</i> | |
| | | <i>Reason for Leaving?</i> | |
| <i>Employer</i> | <i>Address</i> | <i>From Mo/Yr</i> | <i>To Mo/Yr</i> |
| <i>Name and title of your supervisor</i> | <i>Phone Number</i> | <i>Starting Salary,</i> | <i>Mo/Hrly?</i> |
| <i>Your title and description of your duties:</i> | | <i>Ending Salary, Mo/Hrly?</i> | |
| | | <i>Reason for Leaving?</i> | |
| <i>Employer</i> | <i>Address</i> | <i>From Mo/Yr</i> | <i>To Mo/Yr</i> |
| <i>Name and title of your supervisor</i> | <i>Phone Number</i> | <i>Starting Salary,</i> | <i>Mo/Hrly?</i> |
| <i>Your title and description of your duties:</i> | | <i>Ending Salary, Mo/Hrly?</i> | |
| | | <i>Reason for Leaving?</i> | |

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Skills and Licenses

List all office, technical or professional skills and/or certificates, licenses and bilingual ability you possess that are relevant to the position for which you are applying. Be specific, for example, ARP, Handheld Devices, Word, Excel, or a Fork Lift Certification. If you have other skills you believe are important, list them.

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Education

| School | City and State | # of Years Attended | Received Diploma / GED | Subjects Studied |
|-------------------------|----------------|---------------------|------------------------|------------------|
| High School | | | Yes - No | |
| College | | | Yes - No | |
| College | | | Yes - No | |
| Trade / Business School | | | Yes - No | |
| Trade/ Business School | | | Yes - No | |

Explanation for any section requiring further information:

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PLEASE READ THIS SECTION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM.

I certify that answers given in this application are true and complete to the best of my knowledge. I understand that any false statements on this application could result in disqualification from the application process or if employed separation from the Company. I understand the employer is not obligated to offer the position to me, even after completing this application or following a job interview. I understand the Company has certain rules and procedures, which must be followed. I agree that if I am employed I will follow the rules of the Company or be subject to disciplinary action that could mean dismissal. I understand the Company is an at-will employer, which means that any term of employment is for no definite period of time regardless of the date or payment of wages. If I am employed, such employment may be ended with or without cause or notice. No verbal agreements made during any application or interview process can be relied upon unless such agreements are in writing and signed by the owner or President of the Company including the at-will statement in this application.

I understand if the Company hires me, my employment is conditional on my ability to provide proof of work authorization and identity as required by Federal Law and the completion of any post-employment requirements of the employer.

Signature: _____ Date: _____