

Dichello Distributors, Inc.
EMPLOYMENT APPLICATION

Please print and completely answer all questions

DATE: _____

Dichello Distributors, Inc. fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans With Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As Equal Opportunity Employers, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. Applicants are only accepted for positions currently available and will be considered for one year from today's date or the position applied for is filled, whichever first occurs.

PERSONAL DATA

Last Name:	First Name:	Middle Initial:
Street Address:	City:	State/Zip:
Home Phone #:	Cell Phone #:	
Email:	Position Applying For:	

Are you at least 18 years old? Y N

Are there any days, shifts or hours you will not be available for work? Y N

If Yes, please indicate days, shifts or hours you are unavailable: _____

Will you work overtime, if required? Y N

What date will you be able to start work? _____

How did you learn about our Company? _____

If referred, whom were you referred by? _____

Have you ever applied or worked at Dichello Distributors, Inc. before? Y N

If yes, provide dates: _____

May we contact your present Employer? Y N

Are you legally authorized to work in the United States? Y N

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Y N

Proof of citizenship or immigration status will be required upon employment

Have you ever been bonded? _____ Name of Bonding Company _____
(Answer only if a job requirement.)

◆ Have you been convicted of a felony within the last seven years? Y N
Date of conviction: _____
Note: Answering "yes" does not automatically exclude you from further consideration for the position.
If yes, please explain on the Additional Comments page, including penalty imposed.

◆ Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for the dishonest conduct, or an offense involving the use of a weapon, for burglary, robbery, breaking and entering or theft, or for physical assault or other violent crime? Y N
Note: Answering "yes" does not automatically exclude you from further consideration for the position.
If yes, please explain on the Additional Comments page, including penalty imposed.

◆ Have you ever had a security bond cancelled, revoked or refused? Y N
Note: Answering "yes" does not automatically exclude you from further consideration for the position

◆ Have you ever been a defendant in a civil action for intentional commission of a wrongful act? Y N
If yes, include nature of the intentional tort and the disposition of the action in the Additional Comments Section. Answering "yes" does not automatically exclude you from further consideration for the position.

EDUCATION:

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

	School Name & Address	Years Completed	Did you Graduate?	Diploma/Degree
High School			Yes No	
Undergraduate College			Yes No	
Graduate Professional			Yes No	
Other (Specify)			Yes No	

Please indicate any foreign languages you can speak, read and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

MILITARY:

Please complete only if you served in the military

Branch of Service: _____ Dates of Service: From _____ To _____

Rank at Discharge: _____ Date at Discharge: _____ Reason for leaving: _____

Describe any military skills, training or experience you believe are relevant to the job applied for: _____

EMPLOYMENT HISTORY:

Please complete for all full-time or part-time employment beginning with most recent employer

Company Name _____

Tel #: () _____

Address _____

Dates Employed _____

From _____ To _____

Name of Supervisor _____

State job titles and describe job duties: _____

Reason for Leaving: _____

Company Name _____

Tel #: () _____

Address _____

Dates Employed _____

From _____ To _____

Name of Supervisor _____

State job titles and describe job duties: _____

Reason for Leaving: _____

Company Name _____

Tel #: () _____

Address _____

Dates Employed _____

From _____ To _____

Name of Supervisor _____

State job titles and describe job duties: _____

Reason for Leaving: _____

Company Name _____

Tel #: () _____

Address _____

Dates Employed _____

From _____ To _____

Name of Supervisor _____

State job titles and describe job duties: _____

Reason for Leaving: _____

Please explain any gaps in your employment history: _____

Have you ever been discharged or forced to resign? Y N

If yes, please explain: _____

Did you receive any discipline in the last 12 months of active employment? Y N

If yes, please explain: _____

Were you given a performance evaluation within the last 12 months of active employment? Y N

If yes, what was the range of scores used and what was your score? _____

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? Y N

If so, please explain: _____

(you may be required to furnish a copy of the agreement)

SKILLS, SPECIALIZED TRAINING, OTHER JOB-RELATED QUALIFICATIONS

Describe or list:

ADDITIONAL COMMENTS

APPLICANT MUST READ, INITIAL, SIGN AND DATE

I hereby certify that I have read and fully understand this application. Prior to signing below, I had the opportunity to ask Dichello Distributors, Inc. about and clarify any questions I might have had concerning this application form _____[initial]

I hereby certify that the answers given by me on this application form are all true and correct, I understand and agree that any misrepresentations or intentional omissions made by me on this application, on other documents used by Dichello Distributors, Inc. in support of this application, and/or made during any interviews conducted in conjunction with my application for a position, will be sufficient reason to render me ineligible or result in my subsequent termination by Dichello Distributors, Inc. at any time, and I understand and agree that the denial of a position or my termination for such grounds shall be without liability to Dichello Distributors, Inc.. _____[initial]

I understand that Dichello Distributors, Inc. may require additional information from me and others regarding a position with Dichello Distributors, Inc. and I agree to provide that information. _____[initial]

I authorize Dichello Distributors, Inc. and/or agents acting on its behalf to contact references, past and present employers, and any other source of information which may be relevant to my application for a position, including information regarding my character and general reputation. I hereby release those references, past and present employers, and such other information sources from liability for any damages that may arise for providing such information. _____[initial]

I understand and agree that this application does not constitute an offer to use the applicant in any position by Dichello Distributors, Inc. either express or implied. I also understand and agree that Dichello Distributors, Inc. does not guarantee a position, and that an employment contract, either express or implied, is not created in the event I may be eventually offered a position by Dichello Distributors, Inc. Further, I understand and agree that no representative of Dichello Distributors, Inc. has the authority to enter into any agreement, either express or implied, to commit to the utilization of my services for any specified period of time. _____[initial]

I understand that if I am hired by Dichello Distributors, Inc. I will be expected to abide by Dichello Distributors, Inc. work and safety rules and agree to abide fully by those rules. I understand and agree that failure to abide by any rule will be sufficient reason for my termination by Dichello Distributors, Inc. at any time, and I understand and agree that my termination for such grounds shall be without liability to Dichello Distributors, Inc. _____[initial]

I understand and fully agree that this application is limited to the specific position for which I am applying. I understand and agree that in order to be offered a position with Dichello Distributors, Inc. I must be able to perform the essential functions of the job (without, or with reasonable accommodation as may be required). _____ [initial]

I understand and agree that, if I am offered a position, Dichello Distributors, Inc. may condition the offer upon the results of a physical examination and drug and alcohol tests and that the taking or passing of either or both does not guarantee that I will be offered a position. _____[initial]

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; submit to a background investigation; take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize Dichello Distributors, Inc. to release the results of background checks (if any) and my pre-employment drug/alcohol test (if any) to Dichello Distributors, Inc. clients from whom I have applied for employment, and release Dichello Distributors, Inc. from any and all claims related to the release of this information to Dichello Distributors, Inc. clients from whom I have applied for employment. _____[initial]

I understand and agree that applications will only remain in an active status for a period of one year from the application date, and that if I am not offered the position for which I am applying within the one year period this application will not be considered for other positions or openings. I understand, however, that I may reapply to Dichello Distributors, Inc., under the same conditions, by completing and submitting a new application. _____[initial]

Signature: _____ Today's Date: _____