

A.D. Naylor & Co., Inc.

32 South Third Street – PO Box 380 Oakland, MD 21550

Application For Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Name _____ SSN # _____
Last First MI

Address _____
Number Street City State Zip Code

Telephone _____

Previous Address _____
Number Street City State Zip Code

Do you feel that you can perform all the functions related to the job? Yes No

If not, specify _____

Are you willing to take a physical examination, if necessary for the position applied for? Yes No

Are you willing to undergo an alcohol and/or drug test? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you a veteran? Yes No Branch of Service _____

Type of Discharge? Honorable other, describe _____

(A dishonorable discharge is not an absolute bar to employment; other factors will affect the final decision)

Are you a member of the reserves or the National Guard? Yes No

Branch of Service _____ Rank _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed (Please Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Describe Course of Study		_____	_____	_____
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				

If you did not graduate from high school, have you passed an examination and received a high school equivalency certificate from Maryland or any other state? Yes No

Name of state granting certificate of equivalency _____ Date of Issuance _____

**Driver's License Number	Class	State of Issue	Date of Expiration
_____	_____	_____	_____

**Do you currently have any active motor vehicle "points" on your driving record? Yes No
If Yes, how many? _____

** Do we have permission to obtain your MVA driving records? Yes No

**** These questions should be answered only if the position for which you're applying requires you to operate a company vehicle.**

Clerical Applicants Only: <i>(Indicate clerical skills below)</i>			
<input type="checkbox"/> Accounting	<input type="checkbox"/> Cashier	<input type="checkbox"/> Receptionist	<input type="checkbox"/> Filing
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Adding Machine	<input type="checkbox"/> Typing ___WPM	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Other _____		

Give a brief statement in your own handwriting of why you would like to work for A.D. Naylor & Co., Inc.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization name that indicate race, color, religion, sex or national origin.

Employer	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	
Reason for Leaving		Final	
Employer	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	
Reason for Leaving		Final	
Employer	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	
Reason for Leaving		Final	
Employer	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	
Reason for Leaving		Final	

All applicants must provide at least three (3) employment related references:

Name	Address	Telephone	Relationship

Employment Related Information

Instructions: The below listed employment related information must be completed by all applicants. Failure to complete this information truthfully may result in disqualification from consideration for employment at A. D. Naylor & Co., Inc. (Applicants may attach additional sheets if necessary.)

1. How many times did you miss work last year? What were the reasons?
2. If you have had disciplinary actions taken against you by any previous employer, please describe the facts and circumstances.
3. Have you ever been discharged (fired from a job)? If yes, please explain in detail.
4. Have you ever been convicted of a crime? If so, misdemeanor or felony and describe.
(A conviction record will not necessarily be a bar to employment)

I certify that, if employed, I will produce documents to establish that I am legally able to work in the United States. I understand that a final employment offer is contingent upon completion of INS Form I-9 and receipt of acceptable documentation at the time of hire.

I further certify that I am physically capable of performing all the duties associated with the job for which I am applying. I understand that a final employment offer is contingent upon the successful completion of a physical examination, which includes a drug screen.

Signature of Applicant

Date

Pre-Employment Statement

READ CAREFULLY BEFORE SIGNING

This application is valid for only twelve (12) months. If you have not been employed within a year of your application date, you must reapply.

I consent to taking an employment physical examination to include an alcohol and drug screen and such future physical examinations as may be required by Naylor's.

I authorize A.D. Naylor & Co., Inc. to perform a routine credit rating check via a credit bureau for purposes of setting up an employee credit account. I understand that I'm entitled to learn of the nature and scope of such credit check if I so request in writing.

I authorize A.D. Naylor & Co., Inc. to perform a routine background investigation.

I authorize A.D. Naylor & Co., Inc. to contact my previous employers, if necessary, and obtain employment information from them, and to further investigate the truthfulness of my application.

I understand further that any false answers or statements or misleading omissions made by me on this application, in connection with the above mentioned investigation or in any physical examination can be sufficient grounds for my rejection as a candidate for employment or for immediate discharge.

Signature of Applicant

Date

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand, also, that I am required to abide by all rules and regulations of A.D. Naylor & Co., Inc.

Signature of Applicant Date

For Personnel Department Use Only

Arrange Interview Yes No Interviewer _____ Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____ Date _____
Name & Title