



# APPLICATION FOR EMPLOYMENT

The information contained herein is not a statement of any contractual right to employment and is not intended to give rise to any right to employment, continued employment or any benefit with or from NAPCO. It is the policy of NAPCO to employ the best qualified individuals available for all jobs without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, gender identity, disability, citizenship, status as a veteran with a disability, any other protected veteran, marital status or any other protections provided by state and federal law.

Please answer every question completely. Use blue or black ink.

Date of Application \_\_\_\_\_ Position(s) Applied For \_\_\_\_\_

Legal Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Other Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Driver's License \_\_\_\_\_

( ) Number State  
If you are under age 18, please state your age \_\_\_\_\_ If under age 18, can you supply working papers? Yes No

Only United States citizens or aliens who have a legal right to work in the U.S. are eligible for employment.  
Can you, upon employment, provide appropriate documentation establishing your identity and eligibility to be legally employed in the U.S.? Yes No

Are any of your relatives presently employed with the company or its divisions? Yes No

If yes, name of relative(s) \_\_\_\_\_

Have you ever worked for the company or any of its divisions before? Yes No

If yes, which division? \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
(month/yr) (month/yr)

How did you learn about this position? \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign? Yes No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Before answering the following two questions, please refer to the state-specific information listed on page 3.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No

If yes, please explain: (Note: A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of School	# Years Completed	Did You Graduate?	Degree/Course of Study
High School:			
College:			
Vocational/Trade:			
Other (Specify):			

List any other experience, skills or qualifications which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like to be considered in connection with your application for employment.

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EMPLOYMENT HISTORY

Starting with the MOST RECENT, list all previous employers. Include self-employment, summer and part-time jobs.

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Company Name \_\_\_\_\_ Dates Employed \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
month year month year

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Number Street City State ZP ( )

Position & Duties \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Starting Leaving

Reason for Leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

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Company Name \_\_\_\_\_ Dates Employed \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
month year month year

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Number Street City State ZP ( )

Position & Duties \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Starting Leaving

Reason for Leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

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Company Name \_\_\_\_\_ Dates Employed \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
month year month year

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Number Street City State ZP ( )

Position & Duties \_\_\_\_\_ Salary \$ \_\_\_\_\_-\$ \_\_\_\_\_  
Starting Leaving

Reason for Leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

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Company Name \_\_\_\_\_ Dates Employed \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
month year month year

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Number Street City State ZP ( )

Position & Duties \_\_\_\_\_ Salary \$ \_\_\_\_\_-\$ \_\_\_\_\_  
Starting Leaving

Reason for Leaving \_\_\_\_\_ Supervisor \_\_\_\_\_

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Account for all periods of unemployment \_\_\_\_\_

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May we contact your present employer?      Yes        No      Are you willing to work overtime if asked?      Yes        No

**Please read the following carefully before signing.**

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

If hired, I agree to abide by all of the company rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the company, at any time, can constitute a contract of employment. I understand that the company and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment.

I understand that, as a condition of my employment and my continued employment, I may be required to submit specimens of blood, urine or other bodily fluids for testing to determine the presence of alcohol and/or controlled substances. I hereby authorize and consent to such testing and authorize the testing laboratory to release results of such tests to NAPCO. I further understand that if I fail to furnish the appropriate specimens when and as requested, I will be subject to immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*State-Specific Criminal Conviction Notifications*

*All Applicants*

If you have a conviction that has been sealed or expunged, you are not required to disclose it.

*California Applicants*

If you have a marijuana-related conviction (possession, under the influence of, or selling marijuana paraphernalia) that is over two years old as of the date of your application, you are not required to disclose it. Additionally, you are not required to disclose arrests involving successful completion of pretrial or post-trial diversion/drug treatment programs.

*Connecticut Applicants*

You are not required to disclose any arrests, criminal charges, or convictions that have been erased. If you have an erased criminal record, you can swear under oath that you have never been arrested. You are not required to disclose criminal records eligible for erasure including delinquency determinations, findings as a child in a family with service needs, youthful offender adjudications, dismissed or nulled criminal charges, criminal charges where the accused was found not guilty or received an absolute pardon, and any other conviction where erasure is allowed by law.

*Georgia Applicants*

You are not required to disclose a first offenders matter that was exonerated and discharged without a court finding of guilt.

*Hawaii Applicants*

You are not required to disclose any information regarding criminal history at this time; these questions will be asked of you if the company makes a conditional offer of employment.

*Massachusetts Applicants*

You are not required to disclose a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affrays, or disturbance of the peace. You are not required to disclose conviction for a misdemeanor where the date of conviction or end of incarceration (whichever is later) occurred five or more years ago and you have been convicted of no additional crime during that five year period.

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an 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 cases 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.