

Nichols Optical, Inc.

APPLICATION FOR EMPLOYMENT

336 W. Front St.
Traverse City, MI 49684

Telephone: (231) 941-5440
FAX: (231) 941-0893

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone
Have you ever applied for employment with us?			Social Security #
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills (languages, machine operation, etc.)			

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Technical/Trade				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

(Exclude those which may disclose your race, color, religion, or national origin)

EMPLOYMENT

Company Name	Telephone ()
Address	Employed (state month and year) From To
Name of Supervisor	Weekly Pay Start Leaving
State Job Title and Job Description	Reason For Leaving

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Address	Employed (state month and year) From To
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We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
Employer _____ Reason _____	

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," in what Branch?
Describe any training relevant to the position for which you are applying.		
_____ _____		

DO NOT ANSWER ANY QUESTIONS IN THIS SECTION UNLESS THE BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

[X]	Provide dates you attended school:	Elementary From _____ To _____	[X]	Number of dependents, including yourself _____
	High School From _____ To _____	College From _____ To _____	[]	Are You a Vietnam veteran? [] Yes [] No
	Other (give name and dates)		[]	Sex [] Male [] Female
[X]	Marital Status [] Single [] Engaged [] Married [] Separated [] Divorced [] Widowed		[]	Date of Marriage _____
			[X]	Are you a U.S. Citizen? [] Yes [] No
[X]	What was your previous address?		[X]	How long have you been at present address? _____
			[X]	How long have you been at previous address? _____
[]	Have you ever been bonded? [] Yes [] No If "Yes," with what employers?		[X]	Are you over 18 years of age? [] Yes [] No If not, employment is subject to verification of age.
[X]	Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offences, which has not been annulled, expunged or sealed by a court? [] Yes [] No If "Yes," describe in full.			
[X]	State names of relatives and friends working for us, other than your spouse.			

SIGNATURE

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

_____ Date

_____ Signature