

Issued To:
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Company
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THE WIN GROUP
PROCEDURE
MANUAL

Job Application Form

E-275-A
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09/16/2013

Various Federal, State and Local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. We are an equal opportunity employer and your response to any question will be judged on its relevance to the position you are seeking.

This form must be filled out completely by the applicant. Please print in ink. Incomplete applications will not be considered.

PERSONAL INFORMATION

DATE / /

Name (Last)	(First)	(Middle)	Social Security No.	
Home Address		City	State	Zip
Home Phone ()	Cell Phone ()	Email Address	Business Phone ()	May we contact you at work? (circle one) Yes No
Position Applying For	Date Available / /	Are you interested in (circle all that apply) Full-time Part-time Temporary Summer		
If you are under 18 years of age, please state your date of birth. _____/_____/_____				
Do you hold a valid driver's license? (circle one) Yes No				

Can you perform the duties of the position for which you are applying with or without accommodation? (circle one) Yes No

Comment: _____

Are you willing to relocate? (circle one) Yes No

Are you willing to travel? (circle one) Yes No What percent? _____%

Are you willing to work weekends? (circle one) Yes No

Are you willing and able to work overtime if required? (circle one) Yes No

How were you referred to us? _____

EDUCATION

Type of School	Name and Location of School	Number of yrs.	Degree or Diploma	Major / Minor
High School	Name			
	Location			
College	Name			
	Location			
Graduate School	Name			
	Location			
Trade School	Name			
	Location			
Other	Name			

SPECIAL SKILLS

List certifications or licenses held, computer software with which you are familiar and equipment you are qualified to operate.

U.S MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained
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EMPLOYMENT HISTORY

Have you previously worked at a WinWholesale or Noland Company? ^{Revised}
(Mark one) No Yes. Specify name of Company, dates and position _____ ^{Revised}

Other Employers

List employment below starting with your most recent position. Please indicate if you were employed under a different name. Do not omit any prior employers. You may request a duplicate of this page if necessary. Reference to other documents such as a resume is not acceptable.

Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address City State	Telephone Number ()	
Job Title	Starting Salary	
Immediate Supervisor & Title	\$ Per	
Reason for Leaving	Final Salary \$ Per	
Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address City State	Telephone Number ()	
Job Title	Starting Salary	
Immediate Supervisor & Title	\$ Per	
Reason for Leaving	Final Salary \$ Per	
Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address City State	Telephone Number ()	
Job Title	Starting Salary	
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EMPLOYMENT HISTORY COMMENTS (Including Explanation of any Gaps in Employment)

ADDITIONAL INFORMATION

You may list any other information you would like us to consider. That could include professional, trade, business or civic organizations and any offices held. You may list special accomplishments, publications, awards, etc. (Exclude memberships that would reveal race, color religion, sex, national origin, citizenship, age, mental or physical disabilities, or any other similarly protected class.)

LEGAL

Are you a U.S. citizen or do you have a legal right & necessary documents to work in the U.S. without restriction? (Circle one) Yes No
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company? Yes No If yes, give name of company(ies)

Reason for discharge

Have you ever been convicted of a crime (other than a minor traffic violation) that has not been expunged or sealed or annulled by a court?
(Circle one) Yes No ^{Revised}

The existence of a criminal record will not automatically disqualify you from the job for which you are applying. Convictions will be evaluated based on their substantial relationship to the particular job's requirements. If yes, please explain the offense and final disposition: ^{Revised}

- Do not disclose any arrest records. ^{Revised}
- Do not disclose any convictions relating to juvenile records. ^{Revised}
- Do not disclose any records regarding a referral to, and participation in, any pretrial or post-trial diversion program in lieu of a criminal conviction. ^{Revised}
- California applicants are not required to disclose (a) misdemeanor convictions where probation has been completed or otherwise discharged and the case is dismissed; (b) marijuana-related convictions that occurred more than two years prior to application date. ^{Revised}
- Massachusetts applicants are not required to disclose criminal offender record information per ALM GL Ch. 151B, Sec. 4-9-1/2 in their initial written application. In the event, however, that information is subsequently obtained and the applicant is questioned about or an adverse decision is made on employment based on the applicant's criminal history record, the applicant will be provided with a copy of the record. No adverse decision will result from (i) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or (ii) a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or (iii) any conviction of a misdemeanor more than five years prior to the date of the application. ^{Revised}
- Nevada applicants are not required to disclose misdemeanor convictions that did not result in imprisonment. ^{Revised}
- Utah applicants may be required to obtain copies of their own criminal record history and supply it as part of the application review process. ^{Revised}

REFERENCES List three references (not relatives) that you have known for at least three years.

Name	Occupation	Address	Daytime Phone Number
			()
			()
			()

APPLICANT STATEMENT

I certify that all information that I have provided is complete, true and correct, to the best of my knowledge. I understand that if any information on this application is found to be false, it will be sufficient cause for my application to be rejected or for my dismissal, depending on when it is discovered.

I understand that, if I am hired, I am free to resign at any time, with or without cause and with or without prior notice. I also understand that the company reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements to the contrary are valid.

I authorize the investigation of any and all statements made in this application, my resume and interview. This includes, but is not limited to contacting and obtaining information from all references, employers, public agencies, licensing authorities and educational institutions. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organization for furnishing such information about me.

I understand that I may be requested to sign an Authorization and Release of information Form for a Pre-Employment Background Check which may seek information as to my character, work habits and reasons for termination of past employment. Additionally, I understand that by signing such Authorization and Release of information Form, information may be obtained from various federal, state and local agencies concerning my past activities relating to driving record, criminal record, previous employment, education and other aspects of my background which may be relevant to an employment decision.

I understand that as part of the application process, I may be required to submit to a drug test. Prior to the test I will be provided a copy of the policy and a copy of any positive test result. I further understand that any offer of employment or continued employment is conditioned on my receiving a negative test result. ^{Revised}

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all the terms of the Applicant Statement.

Signature of Applicant _____ Date _____

FCRA BACKGROUND CHECK REQUIREMENTS FOR EMPLOYMENT PURPOSE

1: I understand that an investigative report may be generated on me that may include information as to written, oral, or other form from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, Criminal history records from any criminal justice agency in any or all-federal, state, city and county jurisdictions. Included as well but not limited to State Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration. As well as Military National Personnel Record Center, Educational institutions including but not limited to transcripts or any individual, company, firm, corporation, present and/or past employers, public agencies (including the Social Security Administration and the US Citizenship & Immigration Services). I fully give my consent to and understand that WinWholesale, Inc. and /or their agent First Advantage Enterprise Solutions may be requesting information from public and private sources about any of the information noted earlier in this paragraph.

2: I Understand I have the right to request additional disclosures of the "nature and scope" of the background check.

3: I have received a copy of the FCRA Summary of Rights.

4: I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.

5: Minnesota, Oklahoma, and New York applicants only: Please check this box if you want a copy of the consumer report if one is obtained by WinWholesale, Inc.

6: California applicants only: By signing below, you acknowledge receipt of the "Notice Regarding Background Investigation Pursuant to California Law". Please check this box if you would like to receive a copy of the investigative consumer report or consumer credit report if one is obtained by WinWholesale, Inc. at no charge whenever you have the right to receive such a copy under California law.

7: I hereby authorize, without reservation, any one contacted by WinWholesale, Inc. and/or their First Advantage Enterprise Solutions.. to furnish the information described in this form.

8: When I responded to questions on this form, I continued on a separate sheet of paper and attached it to this form when I required more space to fully answer the questions.

Applicants Signature

Please, print full name

Date

Consumer Reporting Agency:
First Advantage P.O. Box 3367 Seminole, FL 33775-3367 Toll Free Number 1-800-321-4473

APPLICANT COMPLETES THE FOLLOWING:

The following information is required by law enforcement agencies for positive identification purposes when checking public records. It is confidential and will not be used for any other purpose. I hereby affirm that the information provided on this form as well as my application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me and may be considered sufficient justification for dismissal if discovered at a later date. When I responded to questions on this form as well as my application, I continued on a separate sheet of paper and attached it to this application when I required more space to fully answer all questions.

Please, print full name

Date of Birth

Please, print other names or alias you have used

Social Security Number

Date of Birth

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you held another States Driver's License in the past 3 year's No Yes

If yes, what State: _____

Have you ever been convicted of, plead no contest or plead guilty to a crime? No Yes

If yes, please explain:

A criminal conviction record will not necessarily be a bar to employment; we will consider factors such as the nature and gravity of the offense or conduct; the time that has passed since the offense, conduct and/or completion of the sentence; the nature of the job held or sought, and the evidence of rehabilitation as well as State and Federal Laws in making any employment decision.