

APPLICATION FORM

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS FOR ALL JOB OPENINGS ARE WELCOME AND WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, DISABILITY, CREED, NATIONAL ORIGIN OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE FEDERAL, STATE AND LOCAL LAWS.

INFORMATION RELATED TO POSITION REQUESTED

POSITION DESIRED

HOW DID YOU HEAR ABOUT ALDO ?

FULL TIME PART TIME

DATE AVAILABLE

PLEASE GIVE YOUR AVAILABILITY BELOW

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
AM		AM		AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM		PM		PM	

JOB ADVERTISEMENT

EMPLOYEE REFERRAL

WEBSITE

OTHER _____

NAME

LAST

FIRST

MIDDLE

ADDRESS

CITY

STATE

ZIP CODE

HOME PHONE

CAN YOU PROVIDE PROOF THAT YOU ARE AUTHORIZED TO WORK IN THE UNITED STATES ?

YES NO

ARE YOU FLUENT IN ANY LANGUAGE OTHER THAN ENGLISH ?

YES (PLEASE LIST BELOW) NO
WRITTEN VERBAL

HAVE YOU EVER APPLIED OR WORKED FOR ALDO ?

YES NO

IF YES : HEAD OFFICE STORE

LOCATION

EMPLOYMENT PERIOD : FROM _____ TO _____

POSITION HELD

REASON FOR DEPARTURE

EDUCATION

ARE YOU PRESENTLY A STUDENT ?

NO

YES

FULL TIME

PART TIME

LEVEL OF EDUCATION

	NAME OF THE INSTITUTION	PROGRAM / MAJOR	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE ?	DIPLOMA / DEGREE
HIGH SCHOOL				YES <input type="radio"/> NO <input type="radio"/>	
COLLEGE				YES <input type="radio"/> NO <input type="radio"/>	
GRADUATE SCHOOL				YES <input type="radio"/> NO <input type="radio"/>	
OTHER				YES <input type="radio"/> NO <input type="radio"/>	

PLEASE SPECIFY YOUR COMPUTER KNOWLEDGE, PROFESSIONAL CERTIFICATES, OTHER :

resume enclosed

WORK EXPERIENCE

ARE YOU PRESENTLY EMPLOYED ?

NO YES FULL TIME PART TIME

NAME OF EMPLOYER	IMMEDIATE SUPERVISOR	SALARY
ADDRESS	PERIOD OF EMPLOYMENT : FROM	TO
TITLE AND RESPONSIBILITIES	REASON FOR DEPARTURE	
NAME OF EMPLOYER	IMMEDIATE SUPERVISOR	SALARY
ADDRESS	PERIOD OF EMPLOYMENT : FROM	TO
TITLE AND RESPONSIBILITIES	REASON FOR DEPARTURE	
NAME OF EMPLOYER	IMMEDIATE SUPERVISOR	SALARY
ADDRESS	PERIOD OF EMPLOYMENT : FROM	TO
TITLE AND RESPONSIBILITIES	REASON FOR DEPARTURE	

EXPLAIN HOW YOUR WORK EXPERIENCE, TRAINING AND SKILLS CAN CONTRIBUTE TO THE TYPE OF POSITION YOU ARE SEEKING ?

FOR EMPLOYMENT REFERENCES, MAY WE CONTACT :

YOUR CURRENT EMPLOYER :

YES NO

YOUR PREVIOUS EMPLOYERS :

YES NO

EMPLOYER	IMMEDIATE SUPERVISOR	TITLE	TELEPHONE
EMPLOYER	IMMEDIATE SUPERVISOR	TITLE	TELEPHONE
EMPLOYER	IMMEDIATE SUPERVISOR	TITLE	TELEPHONE

HAVE YOU EVER BEEN CONVICTED OF A FELONY ? *(A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT)

YES NO

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

I ACKNOWLEDGE THAT THE INFORMATION STATED HEREIN IS EXACT AND COMPLETE. I AM FULLY AWARE THAT ANY FALSE STATEMENT COULD DISQUALIFY ME FOR EMPLOYMENT OR LEAD TO DISMISSAL. FURTHERMORE, I HEREBY AUTHORIZE ANY PERSON MANDATED BY THE ALDO GROUP TO COMMUNICATE WITH WHOMEVER CAN ATTEST TO THE CORRECTNESS OF ALL THE INFORMATION CONTAINED IN MY JOB APPLICATION FORM AND ANY DOCUMENT ANCILLARY THERETO. IF I AM EMPLOYED BY THE ALDO GROUP I UNDERSTAND MY EMPLOYMENT CAN BE TERMINATED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT MY OPTION OR THE OPTION OF THE ALDO GROUP. I UNDERSTAND THAT, OTHER THAN IN A WRITTEN INSTRUMENT SIGNED BY THE PRESIDENT OF THE ALDO GROUP, NO MANAGER, SUPERVISOR OR REPRESENTATIVE OF THE ALDO GROUP HAS AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, TO MODIFY MY AT-WILL RELATIONSHIP OR TO MAKE ANY AGREEMENT CONTAINING PROVISIONS CONTRARY TO THE AT-WILL RELATIONSHIP DESCRIBED HEREIN.

SIGNATURE

DATE