



The Earle Companies  
 PO Drawer 757 Farmingdale, NJ 07727  
 Phone: 732-308-1113 Fax: 732-462-9626  
 theearlecompanies.com

Please complete and email to:  
[careers@earleco.com](mailto:careers@earleco.com)

## Employment Application

The Earle Companies has a long standing record of nondiscrimination in employment and opportunity because of race, sex, gender, gender identity, sexual orientation, age, color, religion, creed, national origin, ancestry, disability, Vietnam-era or disabled veteran status, citizenship or any other protected classification.

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

### 1. Personal Information

_____	_____	_____	_____
First Name	Last Name	SSN Number	
_____	_____	_____	_____
Address	City	State	Zip/Postal Code
_____	_____	_____	_____
Home Phone	Cell Phone		
_____	_____	_____	_____
Permanent Address if different from above	City	State	Zip/Postal Code

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment (two forms of ID) authorization and identity (valid drivers license, bith certificate, Green Card, etc.) within three days of being hired. Failure to submit within the required time shall result in immediate termination.

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?  
 (If yes, please explain)  Yes  No

2. Do you have any relatives who are presently (or have formerly been) employed by The Earle Companies?

3. How were you referred to The Earle Companies?

4. Have you ever been employed with us before?  Yes  No

5. Have you ever been convicted of a felony? (If yes, please explain)  Yes  No

### II. Education

Type of School	Name of School and Complete Mailing Address	Years Completed	Major of Degree
High School	_____	_____	_____
College Bus. or Trade School	_____	_____	_____
Professional School	_____	_____	_____
Other	_____	_____	_____

Please describe any specialized training, apprenticeship, skills licenses:

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### III. Work Experience

1.	_____	_____	_____
	Company Name	Address	City, State ZIP
	_____	_____	_____
	Position Held	Phone Number	Dates Employed
	_____	_____	_____
	Manager / Supervisor	Wage/Salary	Reason for leaving
2.	_____	_____	_____
	Company Name	Address	City, State ZIP
	_____	_____	_____
	Position Held	Phone Number	Dates Employed
	_____	_____	_____
	Manager / Supervisor	Wage/Salary	Reason for leaving
3.	_____	_____	_____
	Company Name	Address	City, State ZIP
	_____	_____	_____
	Position Held	Phone Number	Dates Employed
	_____	_____	_____
	Manager / Supervisor	Wage/Salary	Reason for leaving
4.	_____	_____	_____
	Company Name	Address	City, State ZIP
	_____	_____	_____
	Position Held	Phone Number	Dates Employed
	_____	_____	_____
	Manager / Supervisor	Wage/Salary	Reason for leaving

### IV: References:

(Please do not include relatives, Must list at least three.)

1.	_____	_____	_____
	Name	Address	City, State ZIP
	_____	_____	_____
	Phone Number	Years Known	Occupation

2. \_\_\_\_\_  
 Name Address City, State ZIP

\_\_\_\_\_

Phone Number Years Known Occupation

3. \_\_\_\_\_  
 Name Address City, State ZIP

\_\_\_\_\_

Phone Number Years Known Occupation

**V: Work Availability (Must answer all questions)**

1. If your application receives favorable consideration, when will you be able to begin work? \_\_\_\_\_
2. Do you have any objection to working overtime? Yes  No
3. Can you work overtime without prior notice? Yes  No
4. Are you available on weekends? Yes  No
5. Can you travel if the position requires? Yes  No

**VI: EMERGENCY CONTACT INFORMATION**

\_\_\_\_\_

Name Relationship Address Phone #

**VII: Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require? \_\_\_\_\_

**IX: TERMS AND CONDITIONS**

**\*EMPLOYMENT IS TERMINABLE AT WILL:** I further understand that my employment is terminable at will, either by myself of The Earle Companies, regardless of the length of my employment or the granting of benefits of any kind, including, but not limited to, profile sharing benefits which provide for besting based upon length of employment.

**\*NO EMPLOYMENT CONTRACT:** I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of The Earle Companies.

**\*CONFIDENTIALITY:** I am aware that during the course of my employment, confidential information will be made available to me, i.e., financial information, marketing strategies, client information, and other related information. I understand that this information is critical to the success of The Earle Companies and must not be given out or used outside the The Earle Companies premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual of The Earle Companies.

**\*NEW SIGNATURES:** I understand that, should the content be changed in any way, The Earle Companies may require an additional signature from me to indicate that I am aware of and understand any new policies

**\*MANDATORY ARBITRATION AGREEMENT:** I agree that except for claims for injunctive relief relating to trade secrets, covenants not to compete and claims brought under the National Labor Relations Act, I agree that any claim, dispute, or controversy which would otherwise require or allow resort to any court or other government dispute resolution forum (including but not limited to any and all claims of discrimination and harassment) arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with, the Company, whether based on tort, contract, statutory, or otherwise (excluding claims for injunctive relief relating to trade secrets and covenants not to compete),

shall be submitted to and determined exclusively by bind arbitration. (Refer to The Earle Companies Group Employee Manual for additional information regarding binding arbitration.)

**EMPLOYEE KNOWINGLY AND VOLUNTARILY AGREES TO ARBITRATE ALL STATUTORY CLAIMS ARISING OUT OF THE EMPLOYMENT RELATIONSHIP OR ITS TERMINATION EMPLOYEE ACKNOWLEDGES THAT THEY HAVE THE RIGHT TO SEEK COUNSEL, PRIOR TO EXECUTING THE EMPLOYMENT APPLICATION.**

**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. This application for employment, shall be considered for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not the applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is understood that by me signing this application, I am granting The Earle Companies the right to contact my references (sit on the application). It is further understood that this "at will " employment relationship may not be charged by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such a change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Position applied for

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please complete and email to:  
[careers@earleco.com](mailto:careers@earleco.com)

# The Earle Companies Employment Data Record

The purpose for this Data Record is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Date Record is optional. If you chose to volunteer the requested information please note that all Data Records are kept in a confidential file and are not a part of your application for employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

## VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex and ethnicity of employees and applicants.  
**SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

<p>SEX Check One</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Ethnicity* – Are you Hispanic or Latino?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><b>Hispanic or Latino</b> – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race</p> <p><b>Race – What race do you consider yourself to be? Please check only one.</b></p> <p><input type="checkbox"/> White (not Hispanic or Latino)  <input type="checkbox"/> Black or African American (not Hispanic or Latino)  <input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino)  <input type="checkbox"/> Asian (not Hispanic or Latino)  <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)  <input type="checkbox"/> Two or more races (not Hispanic or Latino)</p> <p><b>White</b> – A person having origins in any of the original peoples of Europe, the Middle East or North American</p> <p><b>Black or African American</b> – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>Asian</b> – A person having origins in; any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam</p> <p><b>American Indian or Alaskan Native</b> – A person having origins in any of the original peoples of North and South American (Including Central America), and who maintains tribal affiliations or community attachment</p> <p><b>Two or More races</b> – All persons who identify with more than one of the above five races</p> <p>Please check any of the following which apply:              Vietnam Era Veteran              Disabled Veteran</p>
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POSITION APPLIED FOR: \_\_\_\_\_

NAME: (optional) \_\_\_\_\_

PLEASE INITIAL BELOW ONLY IF YOU DO NOT WISH TO FURNISH THE ABOVE INFORMATION.

I do not wish to furnish the above information \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and email to:**  
[careers@earleco.com](mailto:careers@earleco.com)