

East Brunswick Showroom
272 Highway 18 North
East Brunswick NJ 08816
732.390.7700

East Brunswick Distribution
122 Tices Lane
East Brunswick, NJ
732.238.7770

Keyport Showroom
Highway 35 & Cass St.
Keyport, NJ 07735
732.739.4660

APPLICATION FOR EMPLOYMENT

Revised January, 2013

IMPORTANT: Instructions for completing the application form:

1. Type or print clearly in black or blue ink.
2. Answer every question fully and accurately.
3. False or materially inaccurate information on this application will be cause for disqualification for employment or dismissal at any time after employment.
4. Read the Waivers and Disclosures (last page) carefully before signing.
5. Return completed application.
6. If you need an alternative version of this form, please contact the Director of Human Resources:

East Coast Tile Imports, Inc., P.O. Box 909, Ludlow MA 01056
413-583-4246, extension 133

7. This application will be kept on file for at least 30 days.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Best Tile is committed to a policy of Equal Employment Opportunity, basing judgments concerning the employment of individuals upon their qualifications and abilities. Best Tile will not discriminate on the basis of any legally recognized protected basis under federal, state, or local laws, regulations or ordinances

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PERSONAL INFORMATION

Name: _____
First Middle Last

Phone Number for Messages/Daytime Contact: _____

Address: _____
Street, City, State, ZIP Code

Are you authorized to work in the U.S. on an unrestricted basis? Circle one: Yes No

Are you over the age of 18? Circle one: Yes No

EMPLOYMENT DESIRED

POSITION APPLIED FOR: _____

Have you ever applied to the Company before? Circle one: Yes No

Are you available for full time work? Circle one: Yes No

Are you available for part time work? Circle one: Yes No

Have you reviewed the essential functions of the job? Circle one: Yes No

Can you perform these essential functions with or without accommodation? Circle one: Yes No

EDUCATION

	School Name/Location	Highest Level Completed	Major Study Area(s)
High School			
College			
Trade/Vocational School			
Graduate School			
Other			

Describe any additional education or training you received that supports your application for this position:

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EMPLOYMENT HISTORY

Complete all information in full. Begin with your most recent employment and include present employment. You may include any verifiable work performed on a volunteer basis.

Start Date/ End Date	Employer Name, Address, Phone	Your Job title	Your supervisor	Why did you leave?	May we contact this employer?
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No
From:					<input type="checkbox"/> Yes
To:					<input type="checkbox"/> No

PROFESSIONAL REFERENCES

Identify 3 people who are not related to you and who can comment on your work performance:

Name	Occupation	Telephone	# Years Acquainted

In addition to your education and work history, what other experiences, skills or qualifications would qualify you for work with the Company?

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WAIVERS AND DISCLOSURES

By signing below, I acknowledge my understanding that:

- ✓ My employment with Best Tile (the Company) would be “at-will”, which means that both Best Tile and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason, or for no reason at all, with or without notice.
- ✓ My responses to the questions in this application may be verified.
- ✓ Any offer for employment is conditioned upon my successful completion of the pre-employment screening process, as described on the cover page to this application. Refusal to submit to the screening or failure to qualify according to the minimum standards established by the Company for this screening may disqualify me from further consideration for employment.

I certify that the information in this application is true, complete and correct to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I agree that the Company shall not be liable in any respect if a job offer is not extended, is rescinded, or if my employment is terminated because of false statements, omissions, or answers made by me on this application.

I freely and voluntarily agree to submit to a pre-employment screening as it relates to the requirements of a specific job, as part of my application to the Company.

In compliance with the Immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States.

Applicant Signature

Date

Applicant's Printed Name