

Name (last, first, middle)_____

Date of Application_____

NEWKIRK HOLDING COMPANY, INC.

320 West Boulevard
Rapid City, SD 57701-2671
(605) 342-4840

Parent Company For:

Knecht Home Center of Rapid City LLC
Knecht Home Center of Spearfish LLC
Knecht Home Center of Gillette LLC
Knecht Home Center of Sheridan LLC
Black Hills Truss and Components LLC

Newkirk Ace Hardware West LLC
Newkirk Ace Hardware West LLC
Newkirk Ace Hardware of Sheridan LLC
Discount Lumber LLC
Bison Door LLC

Employment Application

Proof of employability is required

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

The following information is requested in order to help us determine your qualifications for employment. We appreciate the time you spend in filling in this application form.

Please print all information clearly and complete every part of this application, even if attaching a resume. If there is a question which does not apply to you, mark "NA". Do not leave any question unanswered. Any false, misleading or incomplete responses may result in disqualification for hire or immediate dismissal from employment.

NAME (LAST, FIRST, MIDDLE, PREVIOUS (if any))		DATE
PRESENT ADDRESS (Street No., City, State, Zip)	How long at this address?	HOME PHONE
PREVIOUS ADDRESS (Street No., City, State, Zip)		How long at this address?
BUSINESS ADDRESS (Street No., City, State, Zip)		BUSINESS PHONE
ALTERNATE PHONE	To comply with laws concerning the employment of illegal aliens, will you be able to provide proof of employability if extended an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Number	Examples of Proof: Social Security Card Driver's License Birth Certificate Passport	
Have you worked for NHC before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when and under what name?	Position Held:
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If employed, why do you wish to change?	
Have you filed an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been interviewed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date available for work:	How much notice must you give?	Salary Expected \$ _____ per week or \$ _____ per year
Have you ever been arrested for or convicted of a criminal offense other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please give details including dates, charges, and dispositions:		
Is there any information we would need to know about your name or use of another name for us to be able to check your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
Are you or have you ever been a registered sex offender in any state or country? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, give dates, state and offense:		
Are you or have you ever been listed on a child abuse or adult abuse registry any state or country? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, give dates, state and offense:		
How were you referred to NHC? <input type="checkbox"/> Current NHC employee <input type="checkbox"/> Agency Name _____ <input type="checkbox"/> On my own <input type="checkbox"/> Advertisement <input type="checkbox"/> Other <input type="checkbox"/> School		Nature of work you are applying for: <input type="checkbox"/> Clerical/Secretarial <input type="checkbox"/> Professional <input type="checkbox"/> Managerial <input type="checkbox"/> Technical <input type="checkbox"/> Sales <input type="checkbox"/> General Warehouse <input type="checkbox"/> Other (List) _____
Applying For: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer		
Days / Hours available for work:		

EDUCATION

If records are under a different name, please indicate for reference purposes.

Type of School	Name and Location	Period Enrolled From: To: Mo./Yr. Mo./Yr.	Major Field of Study	Did You Graduate? Degree, Letter, Grade or GPA
High School Last Attended				
College				
Graduate School				
Other				

EMPLOYMENT HISTORY

If records are under a different name, please indicate for reference purposes. Starting with present or last employer, list all employment, including part-time or temporary.

Place of Employment	Dates (Mo. and Yr.)	Salary or Hourly Rate	Supervisor
Name	From:	Beginning \$	Name Phone
Address	To:	Leaving \$	Position May we contact for reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	

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Type of Business	Department		Reason for Leaving
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Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Leaving	

SPECIAL SKILLS AND QUALIFICATIONS

REFERENCES

Names of References (Not former employers or relatives)	Address	Telephone

PLEASE READ

By signing below, I certify that the answers and information provided on this form are true, accurate and complete to the best of my knowledge. I understand that if any answer is not true, accurate, or complete, I may not be hired, or if hired, I may be discharged.

I understand that this employer will investigate my work and personal history, character, and qualifications to verify all information given on this application, on related papers, and in interviews. Except for those that I have specifically noted, I authorize any firms, individuals, references, and schools named on the form to provide this employer with information regarding my work history, educational history, or character and to cooperate fully with the investigation of my qualifications. I authorize them to provide any information requested about me and I release them from all liability for damage in providing this information.

I understand that this employer may perform a background check in the areas of criminal history and presence on any sex offender, child abuse or adult abuse registries. By my signature below, I specifically authorize any private or public entities to provide this employer with information regarding my background, including, but not limited to, criminal history and whether my name is present on any child or adult abuse registries. I authorize these private or public entities to provide any information this employer requests about me and release them from all liability in providing this information.

I understand that this employer follows an "employment at will" policy, which means that they or I may terminate my employment at any time and for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I acknowledge that no oral representation has been made. If I am hired, I agree to conform to the rules and expectations provided to me by this employer.

I understand that this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

Newkirk Holding Company, INC. is a drug free workplace. Pre-employment testing is required. All employment offers are contingent upon a negative drug screen.

DATE: _____

SIGNATURE IN INK: _____