

# KRINGLE CANDLE COMPANY® LLC

## Application For Employment

KRINGLE CANDLE COMPANY® LLC IS COMMITTED TO A POLICY OF NONDISCRIMINATION AND EQUAL OPPORTUNITY FOR ALL EMPLOYEES AND QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, PROTECTED GENETIC INFORMATION, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

### INSTRUCTIONS:

PLEASE NOTE THAT RESUMES MUST BE ACCOMPANIED BY A COMPLETED APPLICATION. RESUMES SUBMITTED WITHOUT A COMPLETED KRINGLE CANDLE COMPANY® APPLICATION WILL BE CONSIDERED WITHDRAWN. ANSWER ALL QUESTIONS ACCURATELY, COMPLETELY AND LEGIBLY. USE "N/A" IN ANY SPACE THAT DOES NOT APPLY TO YOU. INCOMPLETE APPLICATIONS OR APPLICATIONS PROVIDING UNREQUESTED INFORMATION MAY BE CONSIDERED WITHDRAWN.

### PERSONAL INFORMATION

Position applied for: \_\_\_\_\_ aa

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_

Are you 18 years of age or older? Yes  No

Do you have unrestricted legal authorization to work in the United States? Yes  No

*By law, proof of work authorization will be required of all applicants within 72 hours of commencement of employment.*

Can you perform the essential functions of the job with or without reasonable accommodation? Yes  No

### PERSONAL REFERENCES

Please list the names of three persons, not related to you, whom you have known for at least one year. Do not list relatives.

NAME	PHONE	OCCUPATION	YRS KNOWN

**Release for contacting references & past employers:** I hereby authorize Kringle Candle Company® LLC to contact any of the listed references and past employers. I further authorize such references to release any information concerning me as they deem appropriate, including, but not limited to, rehire status. I release and forever discharge Kringle Candle Company® LLC and its affiliated companies, successors, assigns, former or current shareholders, officers, directors, employees, agents, attorneys and representatives, and the above-named references, their agents and employees, from any and all liability, suits or causes of action arising in any manner from Kringle Candle Company® LLC contacting such references. **I understand that this release prevents me from instituting any claim, lawsuit or other legal action based on any information any reference provides Kringle Candle Company® LLC.**

Signature to accept release for contacting references as stated above: \_\_\_\_\_ Date: \_\_\_\_\_

**KRINGLE CANDLE COMPANY<sup>®</sup> LLC**  
**Application For Employment12**

**EMPLOYMENT STATUS**

Are you currently employed? Yes  No

Have you ever been discharged or requested to resign from a position? Yes  No

If "yes", explain: \_\_\_\_\_

May we contact your present employer? Yes  No

If "no", explain: \_\_\_\_\_

**EMPLOYMENT HISTORY & VOLUNTEER EXPERIENCE**

*This section MUST be completed, even if attaching a resume. Failure to complete this Employment History in full or writing "see resume" or any other instruction will result in application being considered as withdrawn.*

List last six employers with the most recent employer first. You may include military service, temporary employment and any verifiable work performed on a volunteer basis (please omit organizational names that would indicate race, color, religion, sex or national origin).

EMPLOYER NAME & ADDRESS	PHONE	POSITION HELD	REASON FOR LEAVING, EVEN IF STILL EMPLOYED	START & END DATES	
_____ _____ _____					
_____ _____ _____					
_____ _____ _____					
_____ _____ _____					
_____ _____ _____					
_____ _____ _____					

**KRINGLE CANDLE COMPANY® LLC**  
**Application For Employment**

Professional licenses: \_\_\_\_\_

Do you have any special computer skills? \_\_\_\_\_

Do you have any technical skills and training? \_\_\_\_\_

List other job related skills relevant to the position sought: \_\_\_\_\_

Have you ever applied for a position with Kringle Candle Company? Yes  No

If yes, when? \_\_\_\_\_

Have you been employed by Kringle Candle Company? Yes  No

If yes, when and what position? \_\_\_\_\_

Are you now, or have you previously been, employed by a candle making company? Yes  No

If yes, which candle maker: \_\_\_\_\_ When? \_\_\_\_\_

In which job(s) were you employed? \_\_\_\_\_

Are you applying for: Full Time  Part Time  Year Round  Seasonal

If less than full time, total number of hours available per week: \_\_\_\_\_

Please indicate hours, shifts, or days you ***CANNOT*** work: \_\_\_\_\_

When are you available to start working? \_\_\_\_\_

**EDUCATION**

LEVEL	NAME OF SCHOOL	CITY & STATE	# YRS COMPLETED	COURSE OF STUDY OR MAJOR	HONORS RECEIVED
HIGH SCHOOL					
TRADE/ TECHNICAL SCHOOL					
COLLEGE					
GRAD SCHOOL					
PROFESSIONAL COURSES					

**KRINGLE CANDLE COMPANY® LLC**  
**Application For Employment**

**AGREEMENT**

*The following section contains important information regarding your legal rights and contains important certifications and releases of liability. Please read it carefully before signing.*

I understand that if I am offered employment with Kringle Candle Company® LLC, prior to or at the time that I start work, I will be required to present original documents establishing my identity and my eligibility to work in the United States.

Upon termination, I authorize Kringle Candle Company® LLC to provide information to my prospective employers regarding my employment history and performance and hereby release Kringle Candle Company LLC and any person employed by it or associated with it from all liability in connection with the provision of such information.

Unless applicable state or local law provides otherwise, I understand that, if hired, I shall be employed “at will” and that nothing contained in Kringle Candle Company’s® application, personnel policies or other written documents, no any oral statements made to me by Kringle Candle Company® LLC representatives in connection with my application for employment or at any other time, shall constitute an express or implied employment contract. Unless applicable state or local law provides otherwise, I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time with or without notice or cause.

Massachusetts General Laws c.151B prohibits employers from (1) terminating or refusing to hire individuals on the basis of genetic information;(2) requesting genetic information concerning employees, applicants, or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual’s employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.

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 any offer of employment is conditioned upon my passing a medical examination, the sole purpose of which is to determine whether, with or without reasonable accommodation, I am capable of performing the essential functions of the job for which I am hired. I also understand that said examination will include a screening for controlled substances.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified, omitted, or misrepresented statements on this application may constitute grounds for dismissal.

By signing below, I acknowledge that I have read, understood and voluntarily agree to the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail, email, or fax your application for employment to:**

Mailing Address:  
Kringle Candle Company  
Attn: Human Resources Department  
31 Kringle Drive  
Bernardston, MA 01337

Email: [jobs@kringlecandle.com](mailto:jobs@kringlecandle.com)

Fax: 413-648-3065