

Running Free, Inc. dba Schooner Woodwind
1930-A Lincoln Dr.
Annapolis, MD 21401
An Equal Opportunity Employer

It is the policy of Running Free, Inc. to provide employment opportunities without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

Application for Employment

Important: Please fill in your response above each line unless otherwise indicated. All answers must be printed or typed. Answers that are illegible or incomplete may prevent us from considering your application.

Personal Data

NAME: _____ DATE: _____

E-MAIL ADDRESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: Home: _____ Mobile: _____

PERMANENT STREET ADDRESS (IF DIFFERENT): _____

CITY: _____ STATE: _____ ZIP CODE: _____

Are you legally authorized to work in the United States? _____

Position Information/Availability

Position applied for: _____ Full or Part Time - how many hours/week? _____

Can you commit to work through October 31st? Yes No If no, explain (i.e. school, prior commitments, etc.) _____

Schedule Restrictions: _____

Are you willing to work any shift, including nights and weekends? _____

How soon following notification can you report? _____

Have you ever previously been interviewed by the company? Yes No

If so, when? _____ For what position? _____

Referral source (Where did you hear about us?): _____

Sailing Experience

Check here if you have NO sailing or boating experience.

Do you have a USCG license? Yes No

Tonnage: _____ Sailing or other addendums: _____

If you were born after July 1, 1972, do you have a Safe Boaters Certificate? Yes No STATE: _____

Please list sailing courses (USCG Auxiliary, Power Squadron, etc.): _____

Please list your boating experience:

Please include information such as delivery, charter or race experience. Commercial or professional charter can be listed under "Employment history". Continue this list on a separate sheet of paper if necessary.

Vessel Name: _____ Your Position: _____ Type Of Vessel: _____

Dates: _____ Skipper's Name: _____ Phone: _____

Details: _____

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Details: _____

Education

HIGH SCHOOL: _____ CITY: _____ STATE: _____ DIPLOMA: _____

HIGHER EDUCATION, TECH SCHOOL: _____ DEGREE/MAJOR: _____

HIGHER EDUCATION, TECH SCHOOL: _____ DEGREE/MAJOR: _____

List any scholarships, academic honors, awards or special achievements: _____

Employment History

Important! Starting with your present or most recent employer, list in consecutive order all employment and periods of unemployment since you graduated from or last attended high school. Additional employment may be listed on a separate page(s) if necessary.

Check this box if you do not want us to contact your employer.

Company Name: _____ Telephone: _____

Dates of employment: Start: _____ End: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Name of Supervisor: _____ Title: _____

Title and duties of your position: _____

Reason for leaving: _____

Check this box if you do not want us to contact your employer.

Company Name: _____ Telephone: _____

Dates of employment: Start: _____ End: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Name of Supervisor: _____ Title: _____

Title and duties of your position: _____

Reason for leaving: _____

Check this box if you do not want us to contact your employer.

Company Name: _____ Telephone: _____

Dates of employment: Start: _____ End: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Name of Supervisor: _____ Title: _____

Title and duties of your position: _____

Reason for leaving: _____

Other employment

List any other activities or projects that you have participated in that would enhance your ability to work for Schooner Woodwind. Please list additional information on a separate paper.

List part-time employment while in school, including company name(s), addresses, dates of employment: _____

Are there any periods of unemployment and/or part-time employment since you graduated or last attended high school that are not listed above? Yes No

If yes, please explain: _____

Have you ever been suspended, placed on probation, asked to resign, discharged or terminated? Yes No

If yes, please explain: _____

Skills

Please rate yourself on a scale of 1 – 10 (10 highest)

Maintenance: Varnishing/Painting: _____ Electrical: _____ Engine: _____ Plumbing: _____

Boating: Sailing: _____ Power: _____ Ropes: _____

Clerical: MS Office: _____ Computer Skills: _____ Math: _____ Communication: _____

Local Area Knowledge: _____ Problem Solving: _____

List any other skills you think may be of value to the company, such as marketing, carpentry, maintenance, etc.

1. _____
2. _____
3. _____
4. _____

References

Please provide at least 3 work related references and 2 personal references and their phone numbers. You may refer to this application's "Employment History".

Professional References

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Personal References

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

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.

Signature: _____ Date: _____

Military Service and Status

Branch of service (if none, state none): _____ Military occupation: _____
Length of active duty (month/year) Date of entry: _____ Date of separation: _____
Rank at the time of separation: _____

Please note: final processing prior to employment will require a review of the original or a copy of your military discharge and/or a review of your dd form 214.

Applicant's Certification and Agreement

I hereby certify that my answers to the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information, which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information will result in the rejection of my application, or in dismissal if discovered subsequent to my employment.

I hereby affirm that by execution of the application, I acknowledge that the company has disclosed to me that an investigative consumer report, including information as to my character, general reputation, personal characteristics, and mode of living may be made; and that I, upon written request to the company made within a reasonable time after the date of this application, may obtain a complete and accurate disclosure of the nature and scope of the investigation requested.

I hereby authorize the company to request, and I also authorize and request each former employer, school attended, and each person, firm, or corporation given as references above, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I hereby affirm that by submitting this application I agree to submit to medical evaluations and/or examinations, including tests for the presence of illegal drugs or alcohol, prior to and during employment, within a time period prescribed by the company and as often as directed during employment.

I hereby authorize the medical examiner to disclose to the company any and all findings and conclusions arrived at in any examination performed either prior to employment or during employment.

I understand that should I be given employment, such employment shall be for an indefinite period of time and may be terminated, at will, at anytime, for any reason, by me or by the company without notice or without liability whatsoever, except for unpaid wages or salary earned by the date of termination. I further understand that only the president of the company has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to this at will standard and that any such agreement must be in writing.

I understand that if I am employed, the terms and conditions of my employment will be governed by this application and the company's terms of employment and policy and procedures, as amended from time to time by the company.

The company operates under the principles of affording equal employment opportunity through affirmative action for qualified handicapped individuals, qualified veterans of the Vietnam era and qualified disabled veterans.

All applicants and employees who believe themselves to be members of one or more of these groups, and who wish to identify themselves as such for the purpose of affirmative action consideration are invited to do so.

Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding disabled veterans and handicapped individuals, as necessary, (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) governmental officials investigating compliance will be informed.

I wish to volunteer the following information (check one), I do qualify under the following:

- I do not qualify
- Handicapped
- Vietnam era veteran
- Disabled veteran

NAME: _____

Signature _____

Date: _____

Thank you for completing this application. It will remain under consideration for six months. It will not be necessary for you to reapply during this six-month period. Your interest in Running Free, Inc. is appreciated.