

HARLEY-DAVIDSON OF OCEAN CITY, MD

PRE-APPLICATION EXPECTATIONS AND POLICY STATEMENT

Thank you for asking about employment with Harley-Davidson of Ocean City. Before you complete an Employment Application, however, we want to be sure that you are aware of our company's expectations, and that we do have policies and procedures, which are strictly monitored. After reading through this statement, if you feel your beliefs are within the same guidelines as this company's and you wish to pursue employment here, please sign below and fill out and sign the accompanying application for employment.

- We believe in providing a safe place to work for all employees. This means that employees share the responsibility for safety and health with the management and ownership of our company. Employees are required to follow all safety policies and procedures at all times.
- Our customers and reputation are our business. Our desire, customer service, dependability, and product knowledge must be above all others. Therefore, our employees must understand this concept, believe in this concept, and show this not only to our customers, but also to other employees.
- Being able to work as a team is a must.
- Reporting late for work will not be tolerated.
- Our employees are expected to be "people friendly", with the ability to converse with customers.
- We do not want any employee to be injured because he/she was placed in a job position, which normally requires physical activity that is beyond the capabilities of that employee. It is important that you understand any such requirements. Mostly, activity will consist of lifting, carrying items up and down stairs, bending, walking, reaching and twisting. One thing is for certain.....employees must be able to be on their feet for the work day. Most work is inside; however, there are times when it involves working outside.

ACKNOWLEDGEMENT:

Applicant's signature

Date

APPLICATION FOR EMPLOYMENT

HARLEY-DAVIDSON OF OCEAN CITY, SEAFORD, AND REHOBOTH

All applicants must be drug free

DIRECTIONS: This application must be filled out completely. Applicant may not be considered for employment if application is not completely filled out. If any information is found to be false, the applicant will be disqualified.

Applicant information

NAME: _____ Have you ever applied here before? Yes ___ No ___
ADDRESS: _____ If yes, when? _____
_____ How long at this address: _____
PHONE: _____ (home) _____ (cell) _____ (other)
Are you over 18 yrs old? Yes ___ No ___ If no, your current age: ___ Do you have your own
transportation Yes ___ No ___

Employment Information

You are interested in: Part time ___ Full time ___ Part time or Full time ___
What position are you applying for? _____
What date can you start: _____ What wages are you seeking: _____ Are you available for
any shift? Yes ___ No ___ Available any day of the week? Yes ___ No ___ Do you understand
that this position has minimum requirements of lifting at least 45 lbs, ability of being on your feet for at least an
8 hour shift, ability to communicate with customers, the ability to climb stairs, and the ability to work as a
team? (these are the minimal requirements and do not represent all of the requirements) Yes ___ No ___
Do you have any conditions or limitations which prevent you from meeting these requirements? Yes ___
No ___ Is there any reason or reasons you will not be able to report to work as scheduled and to report
to work on time? Yes ___ No ___

Applicant's Background

Have you ever served in the military? Yes ___ No ___ If yes, were you honorably
discharged? Yes ___ No ___ What branch and dates? _____
Are you still in the military? Yes ___ No ___
Have you ever been convicted of a crime? Yes ___ No ___ If yes, please give details: _____
Do you have a current, valid driver's license? Yes ___ No ___ Do you have a motorcycle license?
Yes ___ No ___ Have you had any accidents during the past three years? Yes ___ No ___
Have you had any moving violations in the past three years? Yes ___ No ___ Have you ever been
terminated from employment? Yes ___ No ___ If yes, please give details: _____
List any talents, achievements, awards, training, or special schooling: _____

Personal References

List three references consisting of non-family members:

Name: _____ Relationship: _____ Phone # _____ Yrs. Known _____
Name: _____ Relationship: _____ Phone # _____ Yrs. Known _____
Name: _____ Relationship: _____ Phone # _____ Yrs. Known _____

Applicant's Work History

List all employment starting with the most recent.

| | | | | |
|---------------|----------|-------------------|------------|--------------------|
| Start Date | End Date | Employer | Phone # | Name of supervisor |
| | | | | |
| Position Held | | Name of co-worker | Ending pay | Reason for Leaving |
| | | | | |

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|---------------|----------|-------------------|------------|--------------------|
| Start Date | End Date | Employer | Phone # | Name of supervisor |
| | | | | |
| Position Held | | Name of co-worker | Ending pay | Reason for Leaving |
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|---------------|----------|-------------------|------------|--------------------|
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| | | | | |
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|---------------|----------|-------------------|------------|--------------------|
| Start Date | End Date | Employer | Phone # | Name of supervisor |
| | | | | |
| Position Held | | Name of co-worker | Ending pay | Reason for Leaving |
| | | | | |

May we contact your present employer? Yes_____ No_____

Did you complete this application yourself? Yes_____ No_____

If you are hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, dismissal if I have been employed, and no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained on my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company’s Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

“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.”

DATE: _____ SIGNATURE _____