



Attention Tower Market Applicants:

Tower Market applicants being considered for a position will be subject to a non-evasive hair follicle drug test processed by Psychemedics Corporation.

Words of Caution

DRUG USERS NEED NOT APPLY

Anyone who is abusing drugs and being required to take the Psychemedics hair test should clearly understand the following:

- Abstaining from drug use for several days is not going to work with Psychemedics' test. On average, Psychemedics can detect usage several months back and detect drug usage 5 to 10 times more effectively than urinalysis.
- Unlike other less effective hair tests, Psychemedics' hair test can detect marijuana users at a higher rate than urinalysis. Psychemedics spent many years of research to develop technology that allows them to detect marijuana users 4 to 7 times more frequently than urinalysis.
- Shaving your head hair will not prevent you from submitting a sample. We are not limited to just head hair and can test body hair samples.
- Claiming your hair was contaminated by someone else's drug is not a valid excuse. Psychemedics has the most extensive wash process in the industry to account for any external contamination. This has been proven not only in independent studies, but upheld in 20 years of court cases.

If you are currently abusing drugs we suggest you either not apply or preferably get help to get off drugs.

For more information regarding Psychemedics Corporation, please visit: <http://www.psychemedics.com/>



Tower Market Appearance

Dress Code Guidelines

It is the policy of the company that each employee's appearance with regards to dress, grooming, and personal hygiene should be appropriate to the Tower Market work environment. Listed below are the specific personal appearance and dress code guidelines, which all Tower Market Employees must adhere to:



Shirts, Aprons, & Name Badges

Tower will provide you with a blue polo and black apron and name badge. Shirt must be tucked in. Apron is to be worn full length, not folded in half. Both your shirt and apron must be clean and wrinkle-free. Name badges must be visible to customers.

Hair

Hair must be clean and combed. Hair dye that is an "unnatural" color including, but not limited to pink, purple, orange, blue, green, bright red, is not allowed.



Jewelry

No excessive jewelry.

Tattoos

No visible tattoos. All tattoos must be properly covered.

Pants

Pants should be dark in color. The following pants are prohibited: denim of any color, sweatpants, athletic pants (including yoga pants), and shorts.



Piercings

Women may wear a single set of earrings. No earrings for men. Facial, tongue, or other visible body piercing is prohibited.

Personal Hygiene

All employees must practice good personal hygiene; be clean shaven, have clean teeth, and effective deodorants. No extreme or excessive amounts of fragrances or makeup.

Shoes

Shoes must be dark in color, closed-toe, identified as slip-resistant and appropriate for standing for long periods of time.



You should know...

The following are not allowed: t-shirts, hats, open-toe shoes, light-colored athletic shoes. All clothing/undergarments must be properly fitted, clean and well maintained.

TOWER MARKET



EMPLOYMENT APPLICATION

Store #:

Name:

Please Print Clearly

Position:

Store Associate

Date:

IMPORTANT NOTICE

This is a very important document. You should be very careful as you complete this document. Answer each item accurately and completely. Failure to do so may result in you not being considered for the position or in your termination if inaccurate or omitted information is discovered after your employment has begun.

Online Applications: If you downloaded this form from the Company's website, please submit the completed application to the Tower Market/Market you are applying to.



Rev: 10/13/17

TOWER MARKET APPLICATION FOR EMPLOYMENT STORE # _____

****Area Manager Approval:** _____

Tower Market offers benefits to employees such as medical coverage for full time employees. We also offer a 401K plan.
When you become a Tower Market employee you are part of a team committed to excellence.
All applicants will receive consideration without discrimination due to race, creed, color, sex, age, religion, national origin, disability or any other factor protected by statute.

Date: _____
Have you applied or worked at Tower Market in the past? _____ If "yes" what location? _____
When did you apply / work at Tower? _____ Position applied for/worked: _____
Referred by: _____ How do you know the person that referred you to Tower Market? _____
Do you know an employee that has been or is currently employed by Tower Market? If so, please provide name: _____
Do you have a relative working for Tower Market? If so, please provide name and location: _____

It is Tower's policy that relatives may not work at the same Tower Market location

PERSONAL INFORMATION

Last Name: _____ **First Name:** _____ **MI:** _____
Other names used: _____
Street Address: _____ **City:** _____ **Zip Code:** _____
Home Telephone Number: (_____) _____ **Cellular Number:** (_____) _____
Email Address: _____
Are you at least 18 years of age? [] YES [] NO - If not, can you supply a work permit: _____
Are you authorized for employment in the United States? _____
Branch of Military Service: _____ **Dates of Service:** _____
Discharge Date: _____ **Type of Discharge:** _____
Have you ever been discharged from a job? _____ If "yes", please explain: _____
Available Start Date: _____ **Available to work (yes / no):** _____ **Any Shift?** _____ **Work Weekends?** _____
Work Holidays? _____ **Work Overtime?** _____ If no, please specify your availability: _____

EDUCATION INFORMATION

EDUCATION: High School/GED Graduate? Yes No - Name of School: _____
College Graduate? Yes No - Name of School: _____ Highest Level Completed: _____
Other Schools (trade, business, technical) please specify: _____

EMPLOYMENT INFORMATION

List the last **ten years** of employment starting with the most recent. Include voluntary and military service. Be accurate and complete. Use additional page provided if necessary. This work history should match the job history on your resume.

IF YOU HAVE ANY BREAKS IN EMPLOYMENT PLEASE LIST DATES AND REASON FOR EMPLOYMENT BREAKS.

From: _____ **To:** _____ **Company Name:** _____ **Telephone:** (_____) _____
Address: _____ **Reported To (Name):** _____
Job Title: _____ **Duties:** _____

Reason for Leaving: _____

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From: _____ **To:** _____ **Company Name:** _____ **Telephone:** (_____) _____
Address: _____ **Reported To (Name):** _____
Job Title: _____ **Duties:** _____

Reason for Leaving: _____



TOWER MARKET APPLICATION FOR EMPLOYMENT

Applicant's Last Name: _____ First: _____

EMPLOYMENT INFORMATION – Continued (use additional page provided if necessary)

From: _____ To: _____ Company Name: _____ Telephone: (_____) _____

Address: _____ Reported To (Name): _____

Job Title: _____ Duties: _____

Reason for Leaving: _____

REFERENCES - Please list 3 professional or personal references that are not relatives

Name: _____ Occupation: _____

Address: _____ Telephone Number: (_____) _____

Name: _____ Occupation: _____

Address: _____ Telephone Number: (_____) _____

Name: _____ Occupation: _____

Address: _____ Telephone Number: (_____) _____

ESSENTIAL JOB FUNCTIONS / WORKING CONDITIONS (READ EACH SECTION CAREFULLY AND INITIAL)

ESSENTIAL JOB FUNCTIONS below are the essential job functions and working conditions all Tower Market employees are **required to perform or work in:**

- Lift and carry up to 63 pounds
- Perform continuous physical labor for up to 3 hours at a time
- Work in a cold room or cooler down to -15 degrees
- Work outside in all weather conditions
- Add, subtract, multiply and divide whole numbers
- Speak, read and write English fluently
- Work in damp, wet or dusty conditions
- Stamina to stand for 8 hours
- Assist customers in a friendly manner
- Work near chemicals
- Work with loud noises
- Understand simple fractions
- Work with decimals

I AM ABLE TO PERFORM THE ABOVE ESSENTIAL JOB FUNCTIONS FOR WHICH I AM APPLYING. (Applicant's initials): _____

ADDITIONAL JOB FUNCTIONS Listed below are the additional job functions that Tower Market employees are **required to learn:**

- Operating a cash register
- Cut merchandise cases open in a safe manner
- Count back change from a transaction
- Facing and pulling a shelf
- Thread a merchandise pricing device
- Build merchandise displays
- Pack a grocery bag properly
- Rotate merchandise
- Operate a hand truck

I AM WILLING TO LEARN THE ADDITIONAL JOB FUNCTIONS FOR WHICH I AM APPLYING. (Applicant's initials): _____

ARE REASONABLE ACCOMMODATIONS NEEDED IN ORDER TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING? () NO () YES

Machines, equipment or services (other than from the above list) you can perform: _____

Do you speak any language other than English fluently? _____ If yes, what language(s)? _____

NOTE: Tower Market will consider you for employment, without regard to disability, a disabled applicant who satisfies the requisite skill, experience, education, and other job-related requirements of the job and is capable of performing the essential requirements of the job with or without reasonable accommodations.

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY AND SIGN BELOW:

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed by Tower Market (i.e. "Company") any falsified, incomplete, omitted or misleading statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the Company to contact orally or in writing any third parties to obtain prior or present employment verification or personal references which is deemed necessary and appropriate in connection with my application and qualifications for employment and I agree to hold the Company and the source supplying such information harmless from any claim connected therewith. **As an employee of Tower Market, I understand that my payroll earnings may be directly deposited into the financial institution of my choice.** I also hereby authorize the Company to make any investigation of my criminal, DMV, Financial and Credit history (if applicable) through any investigative or credit agencies of their choice. I understand and agree that from time to time my personal property may be subject to inspection by the Company. **I also understand and agree to the policy of the Company that all employees who do not have a separate, individual, written employment contract with the Company are employed "at will" for an indefinite period.** Employees may resign from the Company at any time, for any reason, and may be terminated by the Company at any time, for any reason, with or without notice. I understand that the Company is committed to a drug free workplace and if employed, my employment will be contingent on successfully completing an evasion-proof hair analysis test for illegal drugs. I also acknowledge that the Company may require such testing as a condition of promotion and/or continued employment, and I agree to abide by all Company requirements concerning alcohol or drug testing and/or use. If employed, I authorized the Company to supply information about my employment with the Company to any entity with whom I might hereafter seek employment and/or who has a legitimate reason to inquire on such information, such as schools, educational assistance programs, entities from whom I might seek credit and federal and state agencies, and I agree to hold the Company harmless from any and all claims connected therewith.

Signature of Applicant: _____

Date: _____

