Sickles Online Application User Guide

Our Sickles Online Application hosted by Kronos Workforce Ready. Once you click on the **Apply for Job** button, you will be brought to the Kronos Workforce Ready Login Page.

SICKLES MARKET

Log In   4:33 PM [EDT]

ℹ️ If you're a current or former employee, your username is your company username, otherwise, it should be your email address.

Job Application

Title	Front-End Supervisor
Location	Red Bank, NJ

Username*

Forgot Username?

Password*

Forgot Password?

LOG IN

OR

CREATE NEW ACCOUNT

If this is your first time completing a Sickles online application, you will need to create a new account by clicking the **Create New Account** button at the bottom of the page.

Create Login

Email Address (Username)*

Re-Enter Email Address*

First Name*

Last Name*

Password*

Re-Enter Password*

Postal/Zip Code*

CANCEL

SAVE & CONTINUE

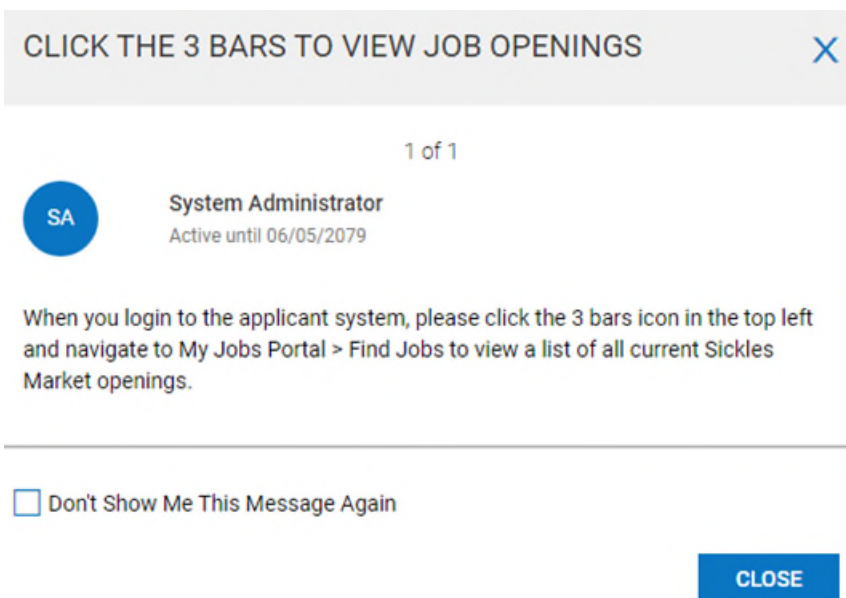You will be prompted to fill in the required fields:

- Email Address
- Confirm Email Address
- First Name
- Last Name
- Postal Zip Code

You will then create a password. Make sure to **write the password down** in case you need to return to your Sickles application. **Your password will also serve as your signature at the end of the application.**

Click on **Save & Continue**. The following page will give you the option to upload your resume. If you do not have a resume, you can click on **Skip to Profile**. Please note: If you upload your resume, you still must complete the application, even if you opt to populate the application from your uploaded resume.
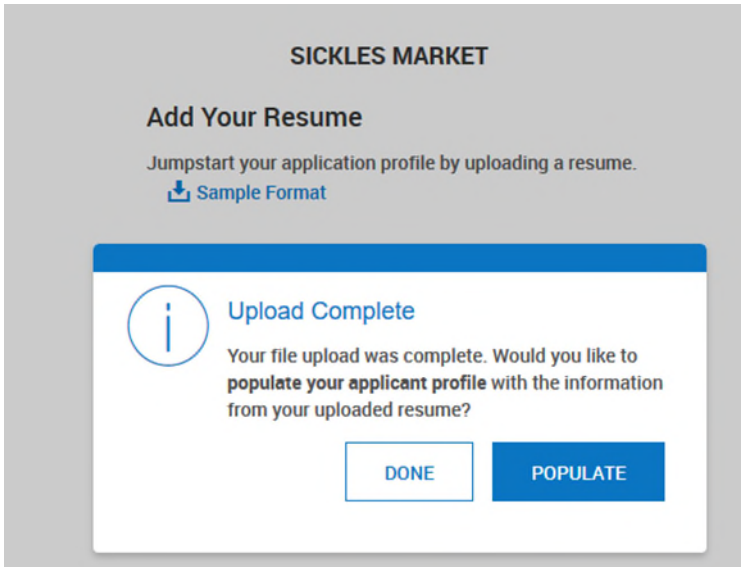
Next, you will arrive on the main page of the application. A pop-up (shown below) will appear. This pop-up provides instructions on how to view current Sickles job openings. After you have read the instructions, click on **Close**.

You will then fill in the required fields to complete the application. As you finish each page, click **Save & Continue** to move on to the next pages.

When you arrive on the Employment Experience page, you will be asked 'Are you employed now?' You will be prompted to provide information on your current employer and position. If you are not currently employed and/or would like to add additional employers, click on **+Add Another Company** at the bottom of the page.

When you have finished listing your employment history (your three most recent roles), click **Save & Continue.**

On the next page, you will be prompted to list any applicable education. When you have finished, click **Save & Continue.**

Start with your current/most recent school attended and click Add Another School to include more education history.

Highest Education Completed *

[dropdown]

(Current/Most Recent School)
School Name #1 *

[text field]

Type *	Starting Date *		Ending Date	
[dropdown]	month	year	month	year

Major	Minor	GPA
[text field]	[text field]	[text field]

Extracurricular Activities

[text area]

Next, you will be asked to list the skills you possess that will contribute to the role for which you are applying.   When you have finished, click **Save & Continue**

Skills & Qualifications

Special Skills & Qualifications

Summarize specialized skills and/or qualifications acquired from employment or other experience. Please include any additional information you feel may be helpful to us in considering your application.
Other Skills *

[text area]

Extracurricular

List hobbies, sports, business, or social activities in which you participate. (you may exclude those which indicate race, color, religion, sex or national origin.)
Character Traits

[text area]

You will then be prompted to provide at least two references. Please provide the reference name, relationship to you, and contact information. When finished, click **Save & Continue.**

References

Provide the name address and telephone number of two references who are not related to you and are not previous employers.

Reference #1

Contact Person *	Relationship to Contact *
[text field]	[text field]

Phone Number *	Years Known *
[text field]	0

Hide Details

Reference #2

On the next page, you may provide any EEO information you would like. Entry of this information is optional. Click **Save & Continue** when finished.

EEO Information

Self identification is voluntary.

Gender	Ethnicity	Citizenship
UNDEFINED ▼	▼	▼

Primary Language	Secondary Language	Are you a Full Time Student?
▼	▼	▼

Are You A Protected Veteran?

▼

Visa Type

▼

The next page contains the Sickles Willingness Checklist, which highlights some of the tasks that are performed at Sickles on a regular basis. Please answer as honestly as possible. It is not mandatory to be comfortable performing every task. Click **Save & Continue** when you are finished.

Hide Instructions

1. Stock and dust shelves? *

    ▼

2. Dress to our standard every day? *

    ▼

3. Restock displays throughout the day? *

    ▼

4. Approach all customers with a smile? *

    ▼

On the following page, you will be given a final chance to upload your resume if you have not done so already. If you do not have a resume and/or have already completed this step, click on **Save & Continue** to review your application.

Review your application carefully to make sure all of the information you have entered is complete and accurate. To make any changes, you can click on the specific category on the left side of the page to make your edits.
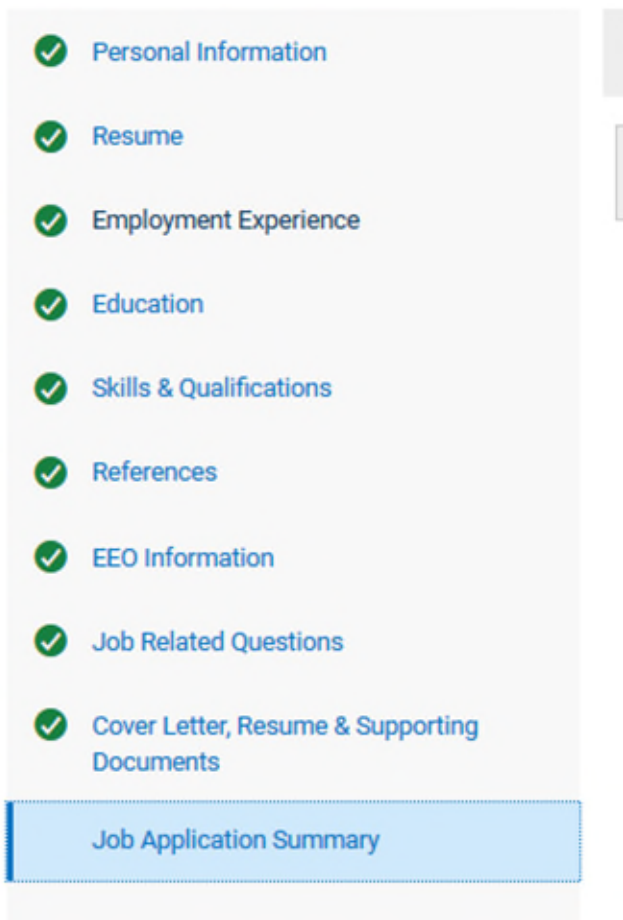
Once you have reviewed your application, you are almost there! Click on **Apply With Signature**. The password you created at the beginning of the application will serve as your signature.

Enter your password/signature in the pop-up box, click on **I Agree,** and your application is complete! It will be reviewed by the Sickles Human Resources department and Sickles Management. If your skills and credentials match the role for which you are applying, you will be contacted via phone or email. Thank you for submitting your online application!