

# EMPLOYMENT



# APPLICATION

### INSTRUCTIONS TO APPLICANT

1. Please print or type ALL information clearly.
2. Applications must be complete, and accurate. Incomplete or false answers will make applicant ineligible.

Date \_\_\_\_\_ Store \_\_\_\_\_ Dept. \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
PO BOX/ST. & NO. CITY/TOWN STATE ZIP

Position desired \_\_\_\_\_ full time ( ) part time ( ) temp. ( ) summer ( )

Date can start work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ hours available to work weekdays \_\_\_\_\_

Evenings \_\_\_\_\_ Weekends \_\_\_\_\_

Are you prevented from becoming lawfully employed because of VISA or immigration status? yes ( ) no ( )

Wage desired \_\_\_\_\_ Soc. Security Number \_\_\_\_\_

Are you? (check one) 15 years or older ( ) 16 years or older ( ) 18 years or older ( )

### U.S. MILITARY SERVICE

Did not Serve ( ) Served ( ) if Served, Branch Served \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

### GENERAL INFORMATION

List outside activities (please do not list activities which reflect race, color, religion, sex, national origin, handicap or ancestry) \_\_\_\_\_

Have you ever been convicted of a crime, other than traffic offense? \_\_\_\_ If YES give details \_\_\_\_\_  
 Have you ever been refused a fidelity bond? \_\_\_\_\_

Have you ever been disciplined for absenteeism or tardiness? yes ( ) no ( ) if yes, explain \_\_\_\_\_

Have you ever applied here or worked here before? yes ( ) no ( ) if yes, when/which store? \_\_\_\_\_

Have you ever been discharged from any position? yes ( ) no ( ) if yes, explain \_\_\_\_\_

### EDUCATIONAL HISTORY

School	Dates Attended From To	Name & Location of School	Major Course of Study	Average Grades	Did you Graduate?
High School					yes ( ) no ( )
College or University					yes ( ) no ( )
Other					yes ( ) no ( )

What school activities, athletics and organizations did you participate in? \_\_\_\_\_

What scholastic honors did you receive? \_\_\_\_\_

## WORK HISTORY

Give present or most recent position first.

Information must be complete. Be accurate.

FIRM	PERIOD	POSITIONS HELD & MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY RATE OF PAY			
TYPE OF BUSINESS TEL.				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY RATE OF PAY			
TYPE OF BUSINESS TEL.				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY RATE OF PAY			
TYPE OF BUSINESS TEL.				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY RATE OF PAY			
TYPE OF BUSINESS TEL.				

Do we have permission to check all information? yes [ ] no [ ]

Indicate any of the above employers whom you do not wish us to contact. \_\_\_\_\_

What other special qualifications do you have that are not listed above? \_\_\_\_\_

Briefly state why you would like to work with our company: \_\_\_\_\_

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, marital status or handicap.

In consideration of my employment, I agree to conform by the rules and regulations of this company, and my employment and compensation can be terminated, with or without cause, and without notice, at any time, at either the company or myself. I understand that no manager or representative of this company, other than the President, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal. Furthermore, I hereby release my former employers from all liability or damages on account of having furnished information regarding my personal character, habits, work record, etc.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**This application for Employment will become inactive after ninety days. If you wish to be considered after that time, you must complete a new Application for Employment. However, your Application will be kept on file for 12 months.**