

# EMPLOYMENT APPLICATION

## Personal Information

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Please print. You must fully and accurately complete this application. Incomplete applications will not be considered.

Position(s) applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Are you 16 or older?:  Yes  No Are you 18 older?:  Yes  No

List outside activities (please do not list activities that would reflect race, color, religion, sex, national origin, disability or ancestry): \_\_\_\_\_

Have you ever worked for this company before?:  Yes  No If yes, give dates employed: \_\_\_\_\_

Are any of your relatives employed by this company?:  Yes  No If yes, please list name(s), relationship and store location below:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations?:  Yes  No

If yes, describe in full: \_\_\_\_\_  
(The existence of a criminal record will not automatically disqualify you from the job you applied for.)

Wage expected: \_\_\_\_\_ per hour If necessary, when would be the best time to call you at home?: \_\_\_\_\_

## Work Availability

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Type of employment desired:  Full-time  Part-time

Number of hours available per week: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us?:  Yes  No

Are you legally eligible for employment in this country (a US citizen or alien authorized to work in the United States)?:  Yes  No

Date available for work: \_\_\_\_\_

To help us consider a job that matches your availability, please specify the days and the time each day you would be available to work:

Monday \_\_\_\_\_  Friday \_\_\_\_\_

Tuesday \_\_\_\_\_  Saturday \_\_\_\_\_

Wednesday \_\_\_\_\_  Sunday \_\_\_\_\_

Thursday \_\_\_\_\_

## Educational History

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Circle last grade completed in high school: 8 or less 9 10 11 12 GED Your average grades?: \_\_\_\_\_

Name and location of school: \_\_\_\_\_

Circle last year of college, tech or business school: 1 2 3 4 Did you graduate?:  Yes  No

Your average grades?: \_\_\_\_\_ Your major course of study?: \_\_\_\_\_

Name and location of school: \_\_\_\_\_

What school activities and organizations including athletics did you participate in?: (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.) \_\_\_\_\_

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

## US Military Service

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Branch of service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Describe any special training: \_\_\_\_\_

# Work History

*GIVE PRESENT OR MOST RECENT POSITION FIRST. Information must be complete and accurate.*

Can we contact your current employer?:  Yes  No

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

*\* Applicant need not answer rate of pay.*

Have you ever been disciplined for absenteeism or tardiness?:  Yes  No

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

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

## *IMPORTANT, PLEASE READ CAREFULLY.*

I understand that to be employed I must be lawfully authorized to work in the United States and able to show the employer documents to prove this.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I authorize the company to secure records regarding my criminal conviction history from the appropriate law enforcement agencies.

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. I understand that if hired I will have a probationary period during which time I may be terminated at the discretion of the company. Thereafter, the terms of my continued employment will be pursuant to the written employment policies that the company may from time to time determine.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applications become inactive after 90 days. If you wish to be considered after that time, you must complete a new application.*