

# EMPLOYMENT APPLICATION

## Personal Information

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

Position applying for: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Last first mi

Address: \_\_\_\_\_

Are you 16 or older Yes \_\_\_ No \_\_\_ Are you 18 or older Yes \_\_\_ No \_\_\_

List outside activities \_\_\_\_\_

## Work Availability

Type of employment desired: full time \_\_\_\_\_ part time \_\_\_\_\_

Number of hours available per week \_\_\_\_\_ Monday \_\_\_\_\_ Friday

Please check days available: \_\_\_\_\_ Tuesday \_\_\_\_\_ Saturday

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

\_\_\_\_\_ Thursday

Do you have any commitment to another employer that might affect your employment with us? Yes \_\_\_ No \_\_\_

Are you legally eligible for employment in this country, a U.S. citizen or alien authorized to work in the United States? Yes \_\_\_ No \_\_\_

## General Information

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

Do any of your relatives work for this company? Yes \_\_\_ No \_\_\_ If yes, list names, relationship, and store location

Name \_\_\_\_\_ relationship \_\_\_\_\_ location \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors or traffic violations? No \_\_\_ If yes, please describe: \_\_\_\_\_

The existence of a criminal record will not automatically disqualify you from the job you applied for.

## Educational History

Circle last grade completed in high school 8 or less 9 10 11 12 GED

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

Circle last year of college tech or business school 1 2 3 4

Your major course of study \_\_\_\_\_

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

## 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: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Supervisor's name and title \_\_\_\_\_

Employment dates From \_\_\_\_\_ To \_\_\_\_\_ Pay rate \_\_\_\_\_ Position \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company name: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Supervisor's name and title \_\_\_\_\_

Employment dates From \_\_\_\_\_ To \_\_\_\_\_ Pay rate \_\_\_\_\_ Position \_\_\_\_\_

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?

State briefly why you would like to work here \_\_\_\_\_

## U.S. Military Service

Branch of Service: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

### ***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 firm's names 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 any 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 in this application will be grounds for immediate dismissal.

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

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