

# Application for Employment



We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, or national origin.

## PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
 Last First Middle

Permanent Address \_\_\_\_\_  
 Street City State Zip

Phone Numbers Cell \_\_\_\_\_ Home \_\_\_\_\_

### Indicate all cities you have lived in during the past 5 years

City	State	Zip
City	State	Zip
City	State	Zip
City	State	Zip
City	State	Zip

Referred By \_\_\_\_\_

## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, can we contact your present employer? \_\_\_\_\_

Have you applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Education	Name and Location of School	Circle last year completed	Did you graduate?	Subjects Studied/ Degree Received
Grammar		1 2 3 4		
High School		1 2 3 4		
College		1 2 3 4		
Graduate School		1 2 3 4		
Business or Cor		1 2 3 4		
Correspondence		1 2 3 4		

**FORMER EMPLOYERS - List below four employers starting with last one first**

Date: Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

**REFERENCES - Give below the names of three persons not related to you, whom you have known at least one year.**

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_  
 If so, when and where? \_\_\_\_\_  
 Please explain: \_\_\_\_\_  
 Have you ever been charged with a felony or misdemeanor? \_\_\_\_\_

**PHYSICAL RECORD**

Can you perform the essential functions of the job for which you are applying? \_\_\_\_\_  
 If no, why not? \_\_\_\_\_

In case of emergency notify: Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_

As part of our procedure for processing your employment application, an investigative report may be made in which information is obtained through credit and criminal checks, personal interviews with family members, business associates, financial sources, friends, neighbors or other third parties with whom you are acquainted. This information will include inquiries as to your character, general reputation, personal characteristics or mode of living, whichever is applicable. I authorize investigation of all statements contained in this application.

I authorize the above referenced investigations as well as the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. I understand and agree that I may be required to submit to a drug test, or that my offer of employment may be conditioned upon my passing a physical.

I agree to conform to the rules and regulations of the Company and that, if hired, my employment will be at will and may be terminated with or without notice at any time at my option or at the option of the company. I understand that only a written agreement expressly to the contrary signed by me and by the President of the Company can vary this employment-at-will policy.

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

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Hired \_\_\_\_\_ For Store: \_\_\_\_\_ Position: \_\_\_\_\_ Salary Wages: \_\_\_\_\_



## SCHEDULING AVAILABILITY FOR \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

In the boxes below mark your availability as follows:

- +** This is your ideal schedule
- O** No reason you can't work this shift, just not preferred
- N** You can not work this shift at all because of existing conflicts, i.e., School, etc. (You will be asked to provide a copy of your class registration).

<i>Shift</i>	<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
<b>Lunch</b>							
<b>Dinner</b>							

### Special Requests: