

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

# Personal Information

First Name Last Name Middle Initial Street Address City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ State ZIP

Email \_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_ Social Security # - -

Position applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear of this opening? When can you start? \_\_\_\_\_\_\_\_\_\_\_\_\_Desired Wage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You will be required to provide documentation.) ( Yes / No )

# Education

School Name and Location Major Degree

High School College Post-College Other Training

|  |  |  |
| --- | --- | --- |
| Technical Skills: |  No |  Yes |
| Retail Experience: |  No |  Yes |
| Experience with Children: |  No |  Yes |

**Availability** – Are you looking for full-time employment?  Yes  No Days and Hours you are available to work (Open & Close are acceptable)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Time In |  |  |  |  |  |  |  |
| Time Out |  |  |  |  |  |  |  |

In addition to your work history, are there other skills, qualifications, or experience that we should consider?



# Employment History (Start with most recent employer)

Company Name Address Telephone Date Started Starting Wage Starting Position Date Ended Ending Wage Ending Position Name of Supervisor May we contact?  Yes  No Responsibilities

Reason for leaving

Company Name Address Telephone Date Started Starting Wage Starting Position Date Ended Ending Wage Ending Position Name of Supervisor May we contact?  Yes  No Responsibilities

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Reason for leaving

*Please attach additional information, such as a resume or CV, if necessary.*

**Job Description -** Attached to this application is a complete job description. Please review it carefully.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

My signature certifies that I have read and agree with the above statements.

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