

EMPLOYMENT APPLICATION

Personal Information

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 or 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

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

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

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: _____

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• 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.