

# Employment Application

(Please type or print plainly)

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

Date Available: \_\_\_\_\_

Managers Approval for Hire: \_\_\_\_\_

Signature

Please Print Name

Store Location: \_\_\_\_\_

## Personal Data

Name: \_\_\_\_\_  
Last First Middle Initial

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

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

## Employment Information

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Type of Employment Desired: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Temporary/Summer

Referred To Us By: \_\_\_\_\_

### ARE YOU:

- Yes  No over the age of 18?  
 Yes  No a previous applicant?  
 Yes  No a previous employee? Employment dates: \_\_\_\_\_  
 Yes  No legally permitted to work in the United States?  
 Yes  No properly licensed if the job applied for requires driving?

Other than traffic violations, have you been convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, please describe in detail: \_\_\_\_\_

Conviction of a crime will not necessarily prevent acceptance for employment.

**If the job applied for requires driving**, list any traffic citations received in the last 3-4 years (approximate date and offense): \_\_\_\_\_

## Employment Record

### Work Experience

Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more. A resume' providing this information may be attached as a supplement.

<b>Present/Last Employer:</b> _____	Type of Business: _____	
Address: _____	Phone Number: _____	
Start Date: _____	Leave Date: _____	Salary: _____
Job Title: _____	Supervisor: _____	
Reason for Leaving: _____	May We Contact? _____	
Description of Job Duties: _____		
_____		

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Address: _____	Phone Number: _____	
Start Date: _____	Leave Date: _____	Salary: _____
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Job Title: _____	Supervisor: _____	
Reason for Leaving: _____	May We Contact? _____	
Description of Job Duties: _____		
_____		

### Education

Type of School	Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate?	List Diploma or Degree
<b>High</b>			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>College</b>			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other</b> (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Professional Information (if applicable)

Professional License: _____  State: _____  Is State License Pending: <input type="checkbox"/> Yes <input type="checkbox"/> No
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### Academic Achievements and Activities

<p>Note: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant. (Exclude those indication race, color, religion or national origin.)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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### Additional Qualifications

<p>Summarize special job-related skills and qualifications acquired from employment or other experience (i.e. technical, computer or equipment)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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### References

(1)	_____	_____
	Name	Phone #
	_____	
	Address	
(2)	_____	_____
	Name	Phone #
	_____	
	Address	
(3)	_____	_____
	Name	Phone #
	_____	
	Address	

### Applicant Statement

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I also release the Company from all liability that might result from making the investigation.

I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working condition as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANYTIME AND FOR ANY OR NO REASON.**

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR PERSONNEL DEPARTMENT USE ONLY	
Position(s) Applied For Is Open: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) Considered For: _____	Date _____
NOTES: _____	
_____	
_____	