

# Employment Application

AN EQUAL OPPORTUNITY EMPLOYER

**For store use only**

Store # \_\_\_\_\_ Rate \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

SS # \_\_\_\_\_

Birthdate \_\_\_\_\_

**Please read before completing this application.** *In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, preferences, or discrimination based on any non-job-related information. By completing this application, there is no assurance of employment. However, if a suitable opening occurs, this application will receive due consideration. Use of this form does not indicate there are positions available.*

**PLEASE PRINT**

**PERSONAL DATA**

Date \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip  
(if less than 2 years at above address)

Previous address \_\_\_\_\_  
Street City State Zip

Position(s) applied for \_\_\_\_\_  Full Time  Part Time  Short Term

Special qualifications & skills \_\_\_\_\_

Date available for work \_\_\_\_\_

Hours available for work \_\_\_\_\_  
*Please list specific hours* Mon Tues Wed Thu Fri Sat Sun

Are you 16 or older?  Yes  No Are you 18 or older?  Yes  No

Are you authorized to work in the U.S. in the position for which you are applying?  Yes  No

Have you ever been employed by this company before?  Yes  No If yes, when? \_\_\_\_\_

Do you have any commitments to another employer which might affect your work here?  
 Yes  No If yes, please explain \_\_\_\_\_

Have you ever been convicted of a crime that may relate to the position for which you are applying?  
 Yes  No If yes, please explain \_\_\_\_\_

*Note: The existence of a criminal record does not create an automatic bar to employment.*

**EDUCATION & TRAINING**

School	Name & Address	Major	School	Name & Address	Major
Elementary		NOT APPLICABLE	Graduate School		
High School		NOT APPLICABLE	Trade or Business		
College			Other		

**OUTSIDE INTERESTS** List clubs, organizations, sports, hobbies. Do not list any interests which would indicate your religious or ethnic background.

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**WORK HISTORY**

Employer Name, Address & Phone	Supervisor's Name	Positions/ Duties	Starting Date	Date of Leaving	Ending Salary	Reason for Laving

Is this a complete list of your employment?       Yes     No

**MILITARY HISTORY**

Have you served in the U.S. Armed Forces?       Yes     No

If yes, branch \_\_\_\_\_ Length of service \_\_\_\_\_

**BRIEFLY STATE** why you would like to work with our company \_\_\_\_\_

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**PLEASE READ CAREFULLY.**

**EXAMINE YOUR APPLICATION BEFORE SIGNING, TO SEE THAT YOU HAVE GIVEN AN ANSWER TO EACH ITEM.**

*I certify that the facts set forth in this employment application (and any accompanying resumé) are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application may be sufficient grounds for disqualification and that the Company shall not be liable in any respect if my employment is so denied.*

*I authorize the Company to verify the information contained in this application and to investigate my personal or employment history.*

*I further agree that, if employed, I will obey company rules and understand that unless otherwise specifically agreed to in writing, my employment can be terminated at any time with or without cause, or notice, at the option of the Company. I understand that no representative of the Company other than the President has authority to enter into an agreement for employment for any specified time. I also understand that this application and any employment manuals or handbooks that may be distributed to me during my employment shall not be construed as a contract.*

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