

Personal Information

Please print - You must fully and accurately complete this application. Incomplete applications will not be considered.

Name: _____
Last First M.I.

Phone #: Home _____ Work _____

Present Address: _____
Street Address

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):

General Information

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.

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.)

Work History

Give present or most recent position first. Can we contact your current employer? Yes No

- Company name: _____
Address: _____
Phone #: _____ Supervisor: _____
Employment dates: From _____ To _____
Rate of pay*: _____ Position held: _____
Major responsibilities: _____
Reason for leaving: _____
- Company name: _____
Address: _____
Phone #: _____ Supervisor: _____
Employment dates: From _____ To _____
Rate of pay*: _____ Position held: _____
Major responsibilities: _____
Reason for leaving: _____
- Company name: _____
Address: _____
Phone #: _____ Supervisor: _____
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

US Military Service

Branch of service: _____

From: _____ To: _____

Describe any special training: _____

Work Availability

Position applying for: _____

Today's date: _____ Date available to work: _____

Wage Expected: _____ per hour

Type of employment desired: Full-Time Part-Time

Number of hours available per week: _____

To help us consider a job that matches your availability, please specify the days/hours you would be available to work each day (*i.e.*, 8:00 am to 5:00 pm, 4:00 pm to 10:00 pm)

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____

Do you have commitments to another employer that might affect your employment with us? Yes No

Are you legally eligible for employment in this country (U.S. citizen or alien authorized to work in the United States)?

Yes No

Please take your completed application to the front desk for handling. Thank you!

OFFICE USE ONLY

Interviewed by: _____ Date: _____

Position offered: _____ Dept.: _____

Store location: _____ Store #: _____

Start date: _____ Wage: _____

Assoc. #: _____ Emp. status: FT PT Casual/On-Call

DOB: _____ Sex: _____ Marital Status: _____

Review dates: Performance: _____ Wage: _____

Educational History

Circle last grade completed in high school:

8 or less 9 10 11 12 GED

Average grades: _____ Major course of study: _____

Name & location of school: _____

Circle last year of college, tech or business school:

1 2 3 4 Did you graduate? Yes No

Average grades: _____ Major course of study: _____

Name & location of school: _____

What school activities and organizations 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? _____

Important, please read carefully

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will 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 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.

Submit