



APPLICATION FOR EMPLOYMENT

Confidential

The Company will maintain this application in an active status for thirty (30) days. If you desire to be considered for employment after thirty (30) days from the date of the application, you must complete and submit a new application, or come by the store and have the Manager update the application.

DATE OF APPLICATION:	
<hr/>	
BACKGROUND INFORMATION (Please print all information)	
Name:	
Address:	
Social Security No.:	Home Tel. No.:
	Work Tel. No.:
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If less than 18 years of age, please provide date of birth:	
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, have you received authorization from the United States Immigration and Naturalization Service to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(Note: Appropriate documentation will be required upon offer and acceptance of employment.)	
POSITION DESIRED	
Position Desired: _____ Date Available for Employment: _____	
FT/PT Preference: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Either	
Will it be a problem for you to work nights or weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Minimum starting salary or rate expected: \$ _____	
To the best of your knowledge, are you able to perform the functions of the job(s) for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly explain why you are applying for this position:	

EDUCATION

Circle highest grade completed: High School College Graduate School
 8 9 10 11 12 1 2 3 4 1 2

School	Name of School	City, State	Avg. Grade	Date of Degree	Degree/Major
High School					
College or Trade School					
Graduate School					

Are you attending school now? Yes No

Describe any other training or courses of study:

EMPLOYMENT HISTORY

List ***all*** former employers, starting with the most recent. Use additional paper if necessary.

Firm Name, Address & Phone	Month/Year Started/Left	Position & Duties	Supervisor	Last Salary	Reason for Leaving
	Started:				
	Left:				

May we contact your present employer Yes No

Please provide any additional information about you and the skills you possess that would assist us in making our decision to hire you:

ADDITIONAL INFORMATION

Have you ever been convicted of, or pleaded guilty to, a crime other than a minor traffic offense?

Yes No

If yes, please explain:

Have you ever been discharged or requested to resign from any position due to misconduct, theft, or unsatisfactory performance?

Yes No

If yes, please explain:

Have you ever served in the military?

Yes No

If yes, please list dates served:

From: _____ To: _____

If yes, were you honorably discharged?

Yes No

Please list all your previous addresses for the past ten (10) years, beginning with the most recent.

Year(s)		Address			
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip
	to	Street Address	City	State	Zip

REFERENCES

Give name, address, and telephone number of three business references (such as a former immediate supervisor) who are not related to you.

Name	Address	Telephone Number

RELEASE**PLEASE READ CAREFULLY**

I certify that the foregoing answers are true and correct to the best of my knowledge, and understand that any misstatement or omission as to any fact will constitute grounds for my immediate dismissal or rejection of my application. The correctness of all statements made in this application may be investigated. In connection with such investigation, I authorize all former employers and other persons contacted, to release any and all information in their possession, which has or may have a bearing on my suitability as an applicant, and I release all employers or other persons supplying or requesting such information from any and all liability.

Date _____

Signature of Applicant _____

Neither the acceptance of this application nor the subsequent entry into a type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel benefit plans, policy statement(s), and the like, as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee, or otherwise to change in any respect the **employment-at-will relationship** between it and the undersigned, which cannot be altered except by written instrument signed by the owner of the Company. Both the undersigned or the Company may end the employment relationship at any time, without specified notice or reason, and without liability by the Company to the undersigned except for earned wages or salary.

Date _____

Signature of Applicant _____