



EMPLOYMENT APPLICATION

To be sure your application is properly evaluated all questions should be answered as carefully and completely as possible. If you need more space for your answers, please attach a separate sheet. Feel free to add any information which will help us to place you where you are BEST QUALIFIED.

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

PLEASE READ PRIOR TO COMPLETING APPLICATION AND SIGN YOUR APPROVAL BELOW

I understand that if I am employed and if any statement herein is not true or if my references are not entirely satisfactory to my Employer, I may be released immediately. If I am released for either of these reasons I will be paid only through the day of release. If I am employed, I further understand and agree that when my employment is terminated by retirement or otherwise, I must return all of Employer's property in my custody, including office keys, manuals, sales material, before I am entitled to final payment of any amounts due me on separation.

Public Law 91-508 (The Fair Credit Reporting Act) requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your employment application which will provide information concerning your character, general reputation, personal characteristics and mode of living. Upon your written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to you. I hereby authorize you to make such an investigation.

I understand if Federal or State regulations, insurance or company rules establish special requirements on this job, I may be required to furnish proof of age, driver's license or other pertinent information.

Signature of Applicant _____

NAME

LAST

FIRST

MIDDLE

DATE

PLEASE PRINT

NAME (First, Middle, Last)		SOCIAL SECURITY NO.	
ADDRESS (Number, Street, City, State and Zip)		AREA CODE - PHONE NO.	
RELATIVES OR FRIENDS WORKING WITH US	REFERRED TO US BY		DATE OF BIRTH
HAVE YOU EVER APPLIED FOR WORK WITH US BEFORE?			
<input type="checkbox"/> Yes <input type="checkbox"/> No WHEN?		WHERE?	
IN EMERGENCY, NOTIFY (Name)	RELATIONSHIP	AREA CODE - PHONE NO.	<input type="checkbox"/> Home <input type="checkbox"/> Work
HAVE YOU EVER BEEN CONVICTED OF A CRIME? If yes, please explain.			
WILL ANY PHYSICAL CONDITION LIMIT YOUR ABILITY IN ANY WAY TO FULLY PERFORM THE JOB FOR WHICH YOU ARE APPLYING? If yes, please explain.			
IF YOU ARE NOT A CITIZEN OF THE UNITED STATES, DO YOU POSSESS THE APPROPRIATE PAPERS TO ALLOW YOU TO WORK HERE?			
WE REQUIRE OUR EMPLOYEES TO WORK AS A TEAM, RESPECT EACH OTHERS INDIVIDUALLY, HAVE FUN, AND MAKE CUSTOMERS FEEL WELCOME. ARE YOU WILLING TO GO ALONG WITH THIS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF HIRED, ARE THERE ANY OBLIGATIONS WHICH WOULD PREVENT YOU FROM REPORTING TO WORK EACH DAY ON TIME TO PERFORM YOUR JOB DUTIES? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are they?			
WE REQUIRE OUR EMPLOYEES TO "CLEAN AS YOU GO" AND TO SWEEP FLOORS AND WORK IN A FAST-PACED ENVIRONMENT, ARE YOU WILLING TO GO ALONG WITH THIS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
HAVE YOU EVER HANDLED CASH FOR A BUSINESS? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, were you ever disciplined for your cash handling?			

MY PERSONAL GOALS AND OBJECTIVES

FOR WHAT POSITION(S) ARE YOU APPLYING?		WHAT IS YOUR OCCUPATIONAL GOAL?	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY		WHEN CAN YOU START	YOUR SALARY REQUIREMENTS
Hours Available:			
	Monday	Tuesday	Wednesday
	Thursday	Friday	Saturday
	Sunday		
FROM			
TO			
ARE YOU WILLING TO WORK HOLIDAYS? <input type="checkbox"/> Yes <input type="checkbox"/> No		WOULD YOU WORK SAT. / SUN.? <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
WHY ARE YOU INTERESTED IN THIS PARTICULAR JOB AND HOURS?			

EDUCATION

SCHOOLS ATTENDED - INCLUDE CURRENT	CITY - STATE	YEARS COMPLETED	DEGREE - MAJOR / MINOR
HIGH SCHOOL			
COLLEGE			
OTHER			
SCHOLASTIC HONORS, SCHOLARSHIPS, ETC.		HOW DID YOU MEET YOUR COLLEGE EXPENSES?	
		WORKING G.I. BILL PARENTS SCHOLARSHIPS OTHER % % % % %	
WHAT JOB RELATED SERVICE OR PROFESSIONAL ORGANIZATIONS, SPECIAL SKILLS OR EXPERIENCES HAVE YOU HAD THAT WOULD ASSIST YOU IN THIS ORGANIZATION?			

PERSONAL REFERENCES - Give Three Personal Non-Related References

NAME	ADDRESS	PHONE NUMBER

EMPLOYMENT HISTORY - Account for All Employment. Start with Most Recent.

FROM	THRU	EMPLOYER	TYPE OF BUSINESS
ADDRESS		STARTING POSITION SALARY	FINAL POSITION SALARY
NAME OF FINAL SUPERIOR		REASON FOR LEAVING	
BRIEF SUMMARY OF DUTIES			
FROM	THRU	EMPLOYER	TYPE OF BUSINESS
ADDRESS		STARTING POSITION SALARY	FINAL POSITION SALARY
NAME OF FINAL SUPERIOR		REASON FOR LEAVING	
BRIEF SUMMARY OF DUTIES			
FROM	THRU	EMPLOYER	TYPE OF BUSINESS
ADDRESS		STARTING POSITION SALARY	FINAL POSITION SALARY
NAME OF FINAL SUPERIOR		REASON FOR LEAVING	
BRIEF SUMMARY OF DUTIES			

Account for Any Unemployed Period of Two Months or More Since You Finished School

FROM	THRU	HOW WAS THIS TIME SPENT?	NAME AND ADDRESS OF A PERSON WHO WILL VERIFY
WHICH OF YOUR PAST ENDEAVORS SATISFIED YOU MOST? WHY?			
<hr/> <hr/> <hr/>			

OFFICE USE ONLY

RECOMMEND FOR HIRE?
<input type="checkbox"/> Yes <input type="checkbox"/> No
REASONS
<hr/> <hr/> <hr/>
RECOMMEND BE CONSIDERED FOR ANOTHER POSITION?
<input type="checkbox"/> Yes <input type="checkbox"/> No
EXPLAIN
<hr/> <hr/>

TERMS OF EMPLOYMENT

To be completed upon agreement of job offer and acceptance

1. Starting salary or hourly rate _____

2. Scheduled hours _____

3. Job position and brief description of main duties _____

4. Immediate Supervisor _____

5. Location _____

6. Starting Day / Date _____

7. Other Agreements (i.e. transient work, expected O/T, etc.) _____

I agree to accept employment, and am in agreement with the above terms of employment. The company policies and benefits have been explained to me.

Employee Signature _____ Date _____

Interviewed By _____ Date _____

ADDITIONAL NOTES: