



**RETAIL  
APPLICATION FOR EMPLOYMENT**

We assure an equal opportunity to all applicants and associates without regard to race, color, religion, sex, age, national origin, disability, arrest record or marital status, and affirmatively seek to advance the principles of equal opportunity employment.

(Please Print Plainly) Date: \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
                     Last                      First                      Middle Initial

PRESENT ADDRESS \_\_\_\_\_  
                                     No.                      Street                      City                      State                      Zip Code

ARE YOU AT LEAST 18 YEARS OLD? \_\_\_\_\_ IF NOT, HOW OLD? \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

IF UNDER 18, DO YOU HAVE WORKING PAPERS? YES \_\_\_\_\_ NO \_\_\_\_\_ CERTIFICATE NO. \_\_\_\_\_ DATE \_\_\_\_\_

POSITION(S) APPLIED FOR: \_\_\_\_\_ Rate of Pay Expected: \_\_\_\_\_

Would you work: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Hours you <u>can</u> work:		From	To	From	To
Monday	_____	_____	_____	Friday	_____
Tuesday	_____	_____	_____	Saturday	_____
Wednesday	_____	_____	_____	Sunday	_____
Thursday	_____	_____	_____		

Do you know of any restrictions, personal or otherwise, which would restrict the hours you can work? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Were you previously employed by this store or an affiliated store? \_\_\_\_\_ If yes, when and where: \_\_\_\_\_

List any friends or relatives working for us: \_\_\_\_\_

	Name	How Related
_____	_____	_____
_____	_____	_____

Are you prevented from lawfully beginning employment in this country because of Visa or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a crime other than a traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state nature of crime: \_\_\_\_\_

Summarize special skills and qualifications acquired from employment, education or other experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

School	Name and Location	Highest Grade Completed	List Degree or Diploma	Major
High School		9, 10, 11, 12		
College		1, 2, 3, 4		
Other				

**BEGINNING WITH YOUR MOST RECENT POSITION, LIST ALL PRESENT AND PAST EMPLOYMENT:**

1. Company Name		Employed From _____ To _____		Name of Supervisor:	
Address		Rate of Pay Start _____ Last _____		Your Title:	
Phone	Type of Business	Reason for Leaving		Describe Major Functions of Your Job	

2. Company Name		Employed From _____ To _____		Name of Supervisor:	
Address		Rate of Pay Start _____ Last _____		Your Title:	
Phone	Type of Business	Reason for Leaving		Describe Major Functions of Your Job	

3. Company Name		Employed From _____ To _____		Name of Supervisor:	
Address		Rate of Pay Start _____ Last _____		Your Title:	
Phone	Type of Business	Reason for Leaving		Describe Major Functions of Your Job	

4. Company Name		Employed From _____ To _____		Name of Supervisor:	
Address		Rate of Pay Start _____ Last _____		Your Title:	
Phone	Type of Business	Reason for Leaving		Describe Major Functions of Your Job	

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number which one(s) you do not wish us to contact \_\_\_\_\_  
 Have you ever been discharged or asked to resign by any former employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please explain: \_\_\_\_\_

**UNEMPLOYMENT HISTORY:** Please list dates and explain any period of unemployment:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONDITIONS:** I attest that all information in this application is true and authorize the company to investigate all statements concerning my character, reputation and work history. I understand that any offer of employment may be contingent on my passing a drug screen and/or a post-offer medical examination. It is understood that any misrepresentation by me of facts required on this application will be sufficient cause for non-employment or immediate dismissal from the company should I have been employed. I agree to conform to the policies and rules of the company, and understand that my employment and compensation are at the will of the company. All applicants will be required to furnish proof of identity and legal work authorization prior to hire.

Date \_\_\_\_\_ Signed \_\_\_\_\_

This application of employment is not intended to be a contract of employment. \_\_\_\_\_

6/15/95 Interviewer \_\_\_\_\_ Date \_\_\_\_\_