



# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

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

Present Address: \_\_\_\_\_  
 Street City State Zip

Permanent Address: \_\_\_\_\_  
 Street City State Zip

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

If related to anyone in our employ, state name and department: \_\_\_\_\_

Referred by: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? Yes  No  If so, may we inquire of your present employer? Yes  No

Ever applied to this company before? Yes  No

## AVAILABILITY

Full Time  Part Time   
Regular  Temporary

	M	T	W	Th	F	S	S
From							
To							

Date you can start work: \_\_\_\_\_

## EDUCATION

Name and Location of School Years Attended Subjects Studies

High School \_\_\_\_\_

College \_\_\_\_\_

Trade, Business or Correspondence School \_\_\_\_\_

Are you currently a student? Yes  No

Activities other than religious (Civic, Athletic, etc.): \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

## WORK EXPERIENCE SKILLS

- Retail Sales
- Typing
- Calculator
- Additional Computer Skills \_\_\_\_\_
- Customer Service
- Switchboard
- Warehousing
- Security/Loss Prevention
- Data Entry
- Word Processing Software \_\_\_\_\_
- Stock/Inventory Processing
- Cash Register

Have you ever been convicted of a felony? Yes  No

Have you ever been convicted of any type of theft? Yes  No

A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT

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**FORMER EMPLOYERS**

List below last four employers, starting with last one first

Date (Month & Year)	Name & Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

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**REFERENCES**

Give below the names of two persons not related to you, whom you have known at least one year

Name	Address	Business/Personal	Years Acquainted	Telephone #

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**PHYSICAL STATUS**

Selling and cashiering involves many tasks such as lifting, dusting, folding and straightening merchandise, restocking and moving merchandise, and changing ticket prices. Often, you will work alone in an area without supervision. And of course, this job requires that you are "on your feet" all the time.

Do you have any physical limitations in this regard? Yes  No If yes, explain:  
\_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

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

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

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**DO NOT WRITE BELOW THIS LINE**

Interviewed by: \_\_\_\_\_

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

**REMARKS:**

Neatness: \_\_\_\_\_

Character: \_\_\_\_\_

Personality: \_\_\_\_\_

Ability: \_\_\_\_\_

Hired: \_\_\_\_\_

For Dept: \_\_\_\_\_

Position: \_\_\_\_\_

Will Report: \_\_\_\_\_

Salary/Wages: \_\_\_\_\_

Approved: \_\_\_\_\_

1.

Employment Manager

2.

Department Head

3.

General Manager

