



# EMPLOYMENT APPLICATION

How did you hear about this job opening? \_\_\_\_\_

What position are you applying for?  Store associate  Delivery associate

## PERSONAL INFORMATION

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Social security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Are you at least 16 years of age?  Yes  No

Are you at least 18 years of age?  Yes  No

Are you legally able to work in the United States?  Yes  No

Are you proficient in English?  Yes  No

Have you ever been convicted of a crime?  Yes  No

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

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

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

Do you have reliable transportation?  Yes  No

Do you smoke cigarettes?  Yes  No

## AVAILABILITY & FLEXIBILITY

Please list when you are available to work, from a.m. to p.m. If you are completely available on a particular day, leave that box blank. If you are completely unavailable on a particular day, cross that box out.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
to	to	to	to	to	to	to

Is there anything that will affect this availability within the next 6 months?  Yes  No

If so, please explain: \_\_\_\_\_

Are you willing to work weekends?  Yes  No

Are you willing to work holidays?  Yes  No

Are you willing to work overtime?  Yes  No

Are you willing to stay late if needed?  Yes  No

If hired, what date would you be available to start? \_\_\_\_\_

If hired, how long do you plan on staying with us? \_\_\_\_\_

## EMPLOYMENT INFORMATION

Have you ever applied to our company before?  Yes  No If so, when? \_\_\_\_\_

Have you ever worked for our company before?  Yes  No If so, when? \_\_\_\_\_  
 Are you currently employed?  Yes  No  
 If hired here, will you continue that employment?  Yes  No

Please list all work experience, beginning with the most recent.

**Employer:** \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Co-worker: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State Zip  
 Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Please circle how this employer would rate you on the following characteristics.

	1 [Poor]	2 [Below average]	3 [Average]	4 [Above average]	5 [Excellent]
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Flexibility	1	2	3	4	5
Coachability	1	2	3	4	5
Urgency	1	2	3	4	5

Are you eligible for rehire?  Yes  No May we contact this employer?  Yes  No

**Employer:** \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Co-worker: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State Zip  
 Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Please circle how this employer would rate you on the following characteristics.

	1 [Poor]	2 [Below average]	3 [Average]	4 [Above average]	5 [Excellent]
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Flexibility	1	2	3	4	5
Coachability	1	2	3	4	5
Urgency	1	2	3	4	5

Are you eligible for rehire?  Yes  No May we contact this employer?  Yes  No

**Employer:** \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Co-worker: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please circle how this employer would rate you on the following characteristics.

	1 [Poor]	2 [Below average]	3 [Average]	4 [Above average]	5 [Excellent]
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Flexibility	1	2	3	4	5
Coachability	1	2	3	4	5
Urgency	1	2	3	4	5

Are you eligible for rehire?  Yes  No May we contact this employer?  Yes  No

## EDUCATION INFORMATION

Please list the last school(s) you attended.

High school: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

Are you currently attending this school?  Yes  No If not, did you graduate?  Yes  No

College: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

Are you currently attending this school?  Yes  No If not, did you graduate?  Yes  No

## REFERENCES

Please list three references. DO NOT include personal friends or family members.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## QUESTIONS

Why do you want to work here? \_\_\_\_\_

Why should we hire you? \_\_\_\_\_

I have personally completed this application. I affirm that all information in this application is true and complete. I understand that any misrepresentations, false statements, or omission of facts shall be grounds for refusal of employment, or if hired, termination. I understand that an incomplete application will make me ineligible for employment. I authorize this company to make an investigation of all information contained in this application, and I release my current and former employers and co-workers from liability for providing, verifying, and elaborating on said information to this company.

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