



# EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you over 18? YES NO If not Date of Birth \_\_\_\_\_

Have you ever been convicted of or plead no contest to a felony? YES NO

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

## POSITION / AVAILABILITY

Position Applied for: \_\_\_\_\_

As we are a store that operates nights and weekends, it is important that we clearly understand what days and times during each day (or night) that you are available to work. For each day below, write in the hours or times that you are available. Remember to indicate the absolute earliest time to the time that you can work each day. If you are unavailable on a particular day, write in "Not Available".

**It is important to understand that we work in a retail environment where much of our business is done during afternoons and on weekends.**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

**From the following list please indicate the positions in which you are interested:**

- \_\_\_\_\_ Cashier
- \_\_\_\_\_ Stock Clerk
- \_\_\_\_\_ Bakery / Deli
- \_\_\_\_\_ Produce
- \_\_\_\_\_ Meat Room
- \_\_\_\_\_ Other

What is the minimum number of hours you can work per week? \_\_\_\_\_

What is the maximum number of hours you can work per week? \_\_\_\_\_

Are you available to be called in? YES NO

What date are you available to start work? \_\_\_\_\_

## EDUCATION

Name / Address of School	Degree/Diploma	Graduation Date

Skill and Qualifications: Licenses, Skills, Training, Awards: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES    NO			

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES    NO			

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES    NO			

**REFERENCES**

*Please list three professional references.*

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application or interview may result in my immediate release. I authorize the verification of any or all information listed above.

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