



We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, sexual orientation, or any other basis prohibited by federal or state law.

# EMPLOYMENT APPLICATION

We have high standards for our employees and compliance with these standards is a condition of employment. Before completing this application, carefully consider what we require of our employees before initiating the application process.

## Customer Service Expectations

Check the boxes below if you are willing to Delight Every Customer in the following ways, including but not limited to:

- Greeting each customer with eye contact and a smile
- Interact with customers using positive communication and personal assistance
- Making recommendations and purchase suggestions
- Thanking customers and inviting them to return
- Expediting transactions and requests quickly
- Using proper phone etiquette

## Job Expectations

Check the boxes below if you are willing to follow our standards of professionalism, including but not limited to:

- Arriving at your scheduled times and maintaining a positive enthusiastic attitude
- Treating co-workers with respect and being honest and dedicated in all your work
- Completing necessary training and role playing requirements
- Following company policies, procedures and management direction
- Meeting quality and quantity standards
- Maintaining a professional appearance and meeting company dress code
- Complying with a work schedule that includes nights, weekends and holidays

Please complete in full (even if resume is attached) PRINT – using ink.

## PERSONAL INFORMATION

Today's Date

Last	First	Middle	Social Security Number
Have you worked under another name?			Age, if under 18
Street Address		Telephone (Day)	
City, State, Zip		Telephone (Evening / Cell)	

## EMPLOYMENT DESIRED

Position	Pay Expected	Date you can start				
For each day listed below, indicate what hours you can work. Any changes in availability after employment must be approved by the store manager.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you available to work holidays? Yes No			Overtime? Yes No			
Why would you like to work for us?						
Describe a specific situation where you provided excellent customer service in your most recent position. Why was this effective?						

## EDUCATION

School	Name and Location	Course of Study	# of Years Completed	Did You Graduate? Degree / Diploma
High School				
College				
Other				

## CRIMINAL RECORD

Conviction of a crime or pleading guilty or no contest to a criminal charge will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness and other relevant factors.

Have you been convicted of, plead guilty to, or plead no contest to a felony within the past seven (7) years? NO YES IF YES, PLEASE EXPLAIN:
Have you been convicted of, plead guilty to, or plead no contest to an act of dishonesty or breach of trust (such as a misdemeanor petty theft, burglary, fraud, writing bad checks, and/or related crimes) within the past seven (7) years? NO YES IF YES, PLEASE EXPLAIN:

**FORMER EMPLOYERS** List below current and last three employers, starting with the most recent one first. Include military experience too.  
Date (MM/DD/YY)

1	From	Current Employer (Name, Address – Type of Business)	Salary or Hourly Starting _____	Position	Reason for Leaving
	To		Ending _____		
If hourly, avg. # hours per week:					
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
2	From	Current Employer (Name, Address – Type of Business)	Salary or Hourly Starting _____	Position	Reason for Leaving
	To		Ending _____		
If hourly, avg. # hours per week:					
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
3	From	Current Employer (Name, Address – Type of Business)	Salary or Hourly Starting _____	Position	Reason for Leaving
	To		Ending _____		
If hourly, avg. # hours per week:					
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
4	From	Current Employer (Name, Address – Type of Business)	Salary or Hourly Starting _____	Position	Reason for Leaving
	To		Ending _____		
If hourly, avg. # hours per week:					
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

**REFERENCES** List below the names of three professionals or personal references, whom you have known at least one year.

Name	Address and Phone Number	Business	Years Acquainted?	Relationship?
1.				
2.				
3.				

- I declare that the information provided by me in this application is true, correct and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of my employment.
- I authorize you to verify any and all information listed above, including references, employment history, and education. I release all parties from all liability from any damage that may result from furnishing the requested information to you.
- I acknowledge that, at any time during my employment, I may be subject to incident-based substance abuse testing.
- I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or by the company at any time without prior notice for any reason.
- I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate that there is a position open and does not obligate the company to hire me. No company representative has the authority to make any contrary agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_