



## **JOB APPLICATION**

### **APPLICANT INFORMATION**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cellular/Alternative Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_

If you are under age 18, do you have an employment/age certificates? \_\_\_\_\_

Have you been convicted of or pleaded no contest to a misdemeanor or felony within the last five years? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

### **POSITION/AVAILABILITY**

Position applying for: (Circle One)

Manager      Sales Associate      Janitorial Staff

Are you looking for full time or part time work? \_\_\_\_\_

What times are you available on the following days:

Monday \_\_\_ to \_\_\_                      Thursday \_\_\_ to \_\_\_

Tuesday \_\_\_ to \_\_\_                      Friday \_\_\_ to \_\_\_

Wednesday \_\_\_ to \_\_\_                      Saturday \_\_\_ to \_\_\_

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

If hired, would you have transportation to/from work? \_\_\_\_\_

If hired, are you willing to submit to and pass a controlled substance test? \_\_\_\_\_

If hired, how long do you expect to work here? \_\_\_\_\_

Why are you applying to work here?

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**EDUCATION**

Name and Address of School – Degree/Diploma – Graduation Date

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Skills and Qualifications:

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Do you have any allergies? \_\_\_\_\_ If yes, to what are you allergic?

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Do you have any personal knowledge of and/or experience with allergies or products catered to allergic individuals?

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**EMPLOYMENT HISTORY**

Present or Last Position:

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Salary: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Position:

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Salary: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**REFERENCES**

Please give us the information for any references you

have: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR NOT HIRING ME OR FOR IMMEDIATE TERMINATION OF EMPLOYMENT AT ANY POINT IN THE FUTURE IF I AM HIRED. I AUTHORIZE THE VERIFICATION OF ANY OR ALL INFORMATION LISTED ABOVE.**

Signature \_\_\_\_\_

Date \_\_\_\_\_