

JOB APPLICATION

Must be completed in the store; no time limits. Please use pen only on all sections.

TODAY'S DATE: _____

LAST NAME	FIRST NAME	MIDDLE NAME	E-MAIL
ADDRESS: _____		HOME PHONE: _____	
_____		CELL PHONE: _____	
_____		_____	

EDUCATION

	NAME OF SCHOOL CITY AND STATE	LAST YEAR COMPLETED	DID YOU GRADUATE?	SUBJECT STUDIED AND DEGREE RECEIVED
HIGH SCHOOL			Y N	
COLLEGE			Y N	
GRADUATE			Y N	
TRADE OR BUSINESS			Y N	

EMPLOYMENT HISTORY

Include the last five years -or- last four employers if less than five years at your most recent job. You must be able to provide current phone numbers for each one. Please list your most recent employer last.

	DATE	NAME OF EMPLOYER AND CITY	PHONE	POSITION	REASON FOR LEAVING
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					

AVAILABILITY Date you can start: _____

Are you employed now? Y N

May we contact your current employer? Y N

If you answered “no” to either question, please explain why:

This job requires lifting heavy sample albums (sometimes above shoulder height), carrying and unpacking UPS boxes, being on your feet for entire shifts, and dusting shelves/product. Do you have concerns about performing any of these tasks? Yes No

Are you willing to commit to working on Saturdays?..... Yes No

Are you willing to commit to working the day before and/or after a major holiday? Yes No

Do you have reliable transportation? Yes No

Are you a U.S. citizen? Yes No
If no, you will be required to provide a current visa that permits you to work in the U.S.

Have you ever been charged with a felony? Yes No

Have you ever been charged with -or- released from a job for stealing, drinking, drug use, or any other illegal activity? Yes No

This business has a zero tolerance policy regarding drug and/or alcohol use by an employee on duty.

AND THE BIG QUESTIONS:

1. Why do you want to work in a stationery store?

2. What are your long term career goals?

I authorize the business I am applying for employment with to do a background check and to investigate all statements contained in this application. By signing below, I swear that all statements and information provided here are true and that misrepresentation or omission of facts called for will be cause for immediate dismissal. I understand that my employment is for no definite period of time and may, regardless of the date of payment of wages, be terminated at any time for any cause without prior notice.

Date

Signature

Do not write below this line

Interview date: _____ Interviewed by: _____ Start date: _____ Wage: _____