



EMPLOYMENT APPLICATION

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DATE _____

FULL NAME _____

PHONE NUMBER _____

CURRENT ADDRESS _____

HOW LONG HAVE YOU BEEN AT THIS ADDRESS? _____

I'M APPLYING FOR A POSITION AS: _____

IF FULL TIME EMPLOYMENT IS NOT AVAILABLE, WOULD YOU ACCEPT PART TIME? YES/NO

ARE YOU OVER 18 YEARS OLD? YES/NO

EDUCATION

HIGHSCHOOL _____
 NAME CITY/STATE COMPLETED?

COLLEGE _____
 NAME CITY/STATE COMPLETED?

BUSINESS OR TRADE _____
 NAME CITY/STATE COMPLETED?

EXPERIENCE

CURRENT OR LAST EMPLOYER	POSITION	PHONE
ADDRESS	SUPERVISORS NAME	DATES FROM/TO
REASON FOR LEAVING	MAJOR DUTIES	

CURRENT OR LAST EMPLOYER	POSITION	PHONE
ADDRESS	SUPERVISORS NAME	DATES FROM/TO
REASON FOR LEAVING	MAJOR DUTIES	

CURRENT OR LAST EMPLOYER	POSITION	PHONE
ADDRESS	SUPERVISORS NAME	DATES FROM/TO
REASON FOR LEAVING	MAJOR DUTIES	

ADDITIONAL INFORMATION _____

GENERAL INFO

WILL YOU TRAVEL? YES/NO ARE YOU BONDED? YES/NO IF YES, WHEN? BY WHOM _____

HAVE YOU EVER PLEAD GUILTY OR BEEN CONVICTED OF ANY CRIME OTHER THAN A MISDEMEANOR OR SUMMARY OFFENSE? YES/NO

IF YES, PLEASE EXPLAIN: _____

ARE YOU A US CITIZEN YES/NO

IF NO, ARE YOU A NON-CITIZEN WITH A VISA YES/NO

HAVE YOU PREVIOUSLY FILED AN APPLICATION WITH THIS COMPANY? YES/NO

IF YES, YEAR? _____

WERE YOU EVER EMPLOYED HERE PREVIOUSLY? YES/NO

IF YES, WHEN AND WHERE? _____

DATE AVAILABLE TO START WORK _____

DO YOU HAVE A RELATIVE WHO IS CURRENTLY EMPLOYED WITH THE COMPANY? YES/NO

IF YES, NAME AND RELATIONSHIP _____

DO YOU HAVE A FRIEND WHO IS CURRENTLY EMPLOYED WITH THE COMPANY? YES/NO

IF YES, NAME AND RELATIONSHIP _____

*NO APPLICANT SHALL BE REQUIRED TO FURNISH ANY INFORMATION OF HIS OR HER FIRST ARREST FOR ANY MISDEMEANOR OR FELONY WHICH NO RESULT IN A CONVICTION, UNLESS COURT ACTION IS PENDING, NOR SHALL SUCH APPLICANT BE REQUIRED TO FURNISH INFORMATION ON ANY COMPLAINT WHICH WAS DISMISSED FOR WANT OF PROSECUTION OR WHICH RESULTED IN THE CASE BEING CONTINUED WITHOUT A FINDING FOR A CERTAIN PERIOD OF TIME AND THEN DISMISSED, OR WHICH RESULTED IN A FINDING OR VERDICT OF NOT GUILTY, NOR SHALL SUCH APPLICANT BE REQUIRED TO FURNISH INFORMATION OF ARRESTS FOR THE FOLLOWING MISDEMEANORS: DRUNKENNESS, SIMPLE ASSAULT, SPEEDING, MINOR TRAFFIC VIOLATIONS, AFFRAY OR DISTURBANCE OF THE PEACE; PROVIDED THAT THE DATE OF THE DISPOSITION OF SAID OFFENSES WAS FIVE YEARS OR MORE PRIOR TO THE FILING OF SAID APPLICATION; AND THAT NO APPLICANT SHALL BE REQUIRED TO FURNISH ANY INFORMATION CONCERNING ANY CONVICTION OF A MISDEMEANOR WHICH OCCURED MORE THAN FIVE YEARS PRIOR TO THE FILING OF SAID APPLICATION, UNLESS THE APPLICANT WAS SENTENCED TO IMPRISONMENT UPON THE CONVICTION OF SUCH MISDEMEANOR, OR SUCH INDIVIDUAL HAS BEEN CONVICTED OF ANY OFFENSE WITHIN FIVE YEARS OF SUCH DATE.

EMERGENCY CONTACT

FULL NAME PHONE NUMBER

ADDRESS RELATION

PERSONAL REFERENCES (DO NOT USE FORMER EMPLOYER OR RELATIVE)

FULL NAME OCCUPATION PHONE NUMBER

ADDRESS

FULL NAME OCCUPATION PHONE NUMBER

ADDRESS

THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THIS COMPANY TO INVESTIGATE ALL STATEMENTS ON THIS APPLICATION, FALSIFICATION OR ELIMINATION OF INFORMATION ON THIS APPLICATION IS CAUSE FOR DISMISSAL AT ANY TIME IF EMPLOYED

I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT WILL BE PROCESSES AS QUICKLYAS POSSIBLE AND THAT PUBLIC LAW 91-508 REQUIRES THIS COMPANY TO INFORM ME THAT A ROUTINE INQUIR MAY BE MADE WHICH WILL PROVIDE APPLICATION INFORMATION CONCERNING MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING. I ALSO UNDERSTANK THAT ANY EMPLOYEE OF THIS COMPANY, OR ITS SUBSIDIARIES, IS FREE TO RESIGN AT ANY TIME AND IS SUBJEC TO TERMINATION AT ANY TIME (WITH OR WITHOUT NOTICE) AND THAT THE EMPLOYMENT RELATIONSHIP IS NOT SUBJECT TO THE PROVISIONS OF ANY EXTERNAL DOCUMENTS EXCEPT AS EXPRESSLY PROVIDED BY MANAGEMENT IN WRITING.

I HEREBY AUTHORIZE AND REQUEST ANY EDUCATION INSITUTION TO FURNISH BEARER WITH ANY AND ALL INFORMATION IN THER POSSESSION REGARDING ME IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT. I AM WILLING THAT PHOTOCOPY OF AUTHORIZATION BE ACCEPTED WITH THE SAME AUTHORITY AS THE ORIGINAL.

I UNDERSTAND THAT EMPLOYMENT BY THIS COMPANY MAKES ME SUBJECT TO ALL PROVISIONS OF EMPLOYMENT AT-WILL LAWS. I ALSO UNDERSTAND THAT ANY JOB OFFER COULD BE CONTIGENT ON MY PASSING A DRUG SCREENING TEST IF THAT IS COMPANY POLICY FOR ALL OFFERS OF EMPLOYMENT.

SIGNATURE DATE

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



ESSENTIAL JOB FUNCTIONS

OUR RETAIL OPERATION HAS SEVERAL DIFFERENT TYPES OF POSITIONS. EACH TYPE HAS ESSENTIAL JOB FUNCTIONS LISTED BELOW. PLEASE RESPOND TO THE QUESTIONS LISTED BELOW UNDER THE TYPE(S) FOR WHICH YOU ARE APPLYING. YOU MAY APPLY FOR AND BE INTERVIEWED FOR MORE THAN ONE TYPE OF JOB.

STORE SALES CLERK

- CAN YOU WALK AND STAND ON THE JOB FOR EXTENDED PERIODS OF TIME – POSSIBLY UP TO 10 HOURS? YES/NO
CAN YOU CONSISTENTLY LIFT ITEMS THAT WEIGH UP TO 80LBS? YES/NO
CAN YOU FREQUENTLY BEND, SQUAT, REACH, LIFT, CARRY, PUSH, AND PULL WHICH WILL BE NECESSARY WHEN UNLOADING TRUCKS AND STOCKING MERCHANDISE ITEMS? YES/NO
CAN YOU WORK AROUND PRODUCTS SUCH AS LAWN CHEMICALS, PAINTS, SOLVENTS, POOL CHEMICALS, CHEMICAL CLEANERS AND THINNERS? YES/NO
HAVE YOU HAD ANY PREVIOUS EXPERIENCE IN SELLING OR IN DEALING WITH PEOPLE IN A SALES RELATED SITUATION? YES/NO
CAN YOU WORK SATURDAYS, SUNDAYS, AND OR EVENINGS IF IT IS A REQUIREMENT OF THE POSITION? YES/NO

WAREHOUSE/OUTSIDE YARD/DELIVERY POSITIONS

- CAN YOU CONSISTENTLY LIFE ITEMS WEIGHING UP TO 80LBS? YES/NO
HAVE YOU EVERY OPERATED MOTORIZED EQUIPMENT SUCH AS FORKLIFTS? YES/NO
DO YOU HAVE A VALID DRIVERS LICENSE? YES/NO
CAN YOU FREQUENTLY BEND, SQUAT, REACH, LIFT, CARRY, PUSH, AND PULL WHICH WILL BE NECESSARY WHEN UNLOADING TRUCKS AND STOCKING MERCHANDISE ITEMS? YES/NO
CAN YOU WORK AROUND PRODUCTS SUCH AS LAWN CHEMICALS, PAINTS, SOLVENTS, POOL CHEMICALS, CHEMICAL CLEANERS AND THINNERS? YES/NO
HAVE YOU HAD ANY PREVIOUS EXPERIENCE IN SELLING OR IN DEALING WITH PEOPLE IN A SALES RELATED SITUATION? YES/NO
CAN YOU WORK SATURDAYS, SUNDAYS, AND OR EVENINGS IF IT IS A REQUIREMENT OF THE POSITION? YES/NO

OFFICE/CLERICAL/CASHIER

- DO YOU HAVE EXPERIENCE IN HANDLING PAYROLL, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, OR GENERAL LEDGERON A MANUAL OR COMPUTERIZED SYSTEM? YES/NO
DO YOU HAVE EXPERIENCE WORKING A CASH REGISTER OR HANDLING CASH TRANSACTIONS YES/NO
CAN YOU WORK AROUND PRODUCTS SUCH AS LAWN CHEMICALS, PAINTS, SOLVENTS, POOL CHEMICALS, CHEMICAL CLEANERS AND THINNERS? YES/NO
HAVE YOU HAD ANY PREVIOUS EXPERIENCE IN SELLING OR IN DEALING WITH PEOPLE IN A SALES RELATED SITUATION? YES/NO
CAN YOU WORK SATURDAYS, SUNDAYS, AND OR EVENINGS IF IT IS A REQUIREMENT OF THE POSITION? YES/NO
HAVE YOU EVER BEEN REQUIRED TO MAKE CASH BANK DEPOSITS FOR A BANK? YES/NO

ADD ANY COMMENTS OR ADDITIONAL INFORMATION YOU FEEL IS APPLICABLE

I UNDERSTAND THIS COMPANY IS LEGALLY PERMITTED TO REQUIRE A PHYSICAL EXAMINATION AS A CONDITION OF EMPLOYMENT INCE A JOB OFFER HAS BEEN MADE. I CERTIFY THAT MY RESPONSES ABOVE ARE TRUE AND CORRECT AND THAT I KNOW OF NO LIMITATIONS WHICH WOULD PREVENT ME FROM PERFORMING ESSENTIAL JOB FUNCTIONS.

SIGNATURE

DATE