

## SAMPLE EMPLOYMENT APPLICATION

Name	Last	First	Middle	Social Security NO.
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Present Address	Street & No.	City/Town	State	Zip	Telephone NO.
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If Hired and under 18, can you furnish A work permit? ! Yes ! No	Military Status? Active Inactive Branch _____
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Are you legally authorized To work in the US? ! Yes ! No!	Have you ever been employed by X Mart? Yes! No If Yes. When _____ Where _____
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In case of an emergency whom should we contact?					
Name	Last	First	Middle		
Present Address No.	Street&No.	City/Town	Sate	Zip	Telephone

Circle Highest Grade Completed

Grammar								High				College				Graduate			
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Name City Sate								Date Attended				Graduate? Degree Major							

High School
College
Other Schooling

Schedule Desired      \* If part time indicate schedule desired

! Full Time ! Days                      ! Nights                      ! Summer Only

! Part time ! Evenings ! Weekends ! Per Diem ! Temporary

How were you referred?

! Walk-in/Job Posting                      ! School posting                      ! Agency  
 ! Job Fair    ! Employee referral ! Newspaper/Journal            ! Internet    !  
 Other

### Positions Desired & Job Number

Job Title	Department	Job Number
Job Title	Department	Job Number
Job Title	Department	Job Number

### Work History

Employer (Most recent) Name	From mo/yr	To mo/yr	Position and Duties Position	Reason for leaving Reason
Street and No	Final Salary		Duties	
City	State	Phone No.		

Name	mo/yr	mo/yr	Position	Reason
Street and No.	Final Salary		Duties	
City	State	Phone No.		

Name	mo/yr	mo/yr	Position	Reason
Street and No.	Final Salary		Duties	
City	State	Phone No.		

Name	mo/yr	mo/yr	Position	Reason
Street and No.	Final Salary		Duties	
City	State	Phone No.		

If licensing required

License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Do you belong to any professional organizations?

! Yes (indicate)

! No

If certification required

Type of certification _____	Number _____
Association _____	Exp. Date _____

### Professional References

Supervisors Name	Title
Company Name	Address
City State Zip	Phone Number

Supervisors Name	Title
Company Name	Address
City State Zip	Phone No.

Supervisors Name	Title
Company Name	Address
City State Zip	Phone No.

### Read this carefully before answering the following questions:

You may answer "NO" only if your criminal record consists of one or more of the following: (a) a sealed record on file with the Commissioner of probation, (b) a case of delinquency or a child in need of services which did not result in a complaint transferred to superior Court for criminal prosecution, or (c) your crimes were misdemeanors and they occurred five or more years ago.

Have you ever been convicted of a felony or misdemeanor? ! Yes! No

If yes, give details including date, location (city) nature of offense and disposition.

**Note: A conviction record will not necessarily be a bar to employment.**

I understand that all employees of X Mart are employees at will. If hired, I will be free to resign at any time. Likewise, X Mart will have the right to terminate my employment at any time with or without any reason or notice, regardless of the date of payment of my wages or salary. Neither this application, the Employee handbook, or any other document given to employees is intended to create, nor should such documents be construed as creating an expressed or implied contract.

#### **APPLICANT SIGNATURE**

I hereby affirm that the information provided by me on this application is true and complete, and I understand that any falsified information or material omissions of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that, if I am employed, regular employment is conditioned upon satisfactory replies from my references, completion of my pre-employment appointment, the result of a review period and on-going adherence to policies and procedures.

Your Signature \_\_\_\_\_

Date \_\_\_\_\_