

Employment Application

AN EQUAL OPPORTUNITY EMPLOYER

ETC for the home is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

APPLICANT INFORMATION

Applicant Name _____

Home Phone _____ Other _____ Email Address _____

CURRENT ADDRESS

Number and street _____

City _____ State & Zip _____

How were you referred to Company? _____

EMPLOYMENT POSITIONS

Position(s) applying for Sales Associate / Merchandiser Interior Designer

Are you applying for:

Temporary work, such as summer / holiday work? Y or N Regular part-time work? Y or N Regular full-time work? Y or N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available? _____

If hired, on what date can you start working? ____ / ____ / ____

Can you work on the weekends? Y or N Can you work evenings? Y or N Are you available to work overtime? Y or N

PERSONAL INFORMATION

Have you ever applied to / worked for Company before? Y or N

If yes, please explain (include date) _____

Do you have any friends or relatives working for Company? Y or N If yes, state name & relationship _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime - state nature of the crime(s), when/where convicted and disposition of the case _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION, TRAINING AND EXPERIENCE

HIGH SCHOOL

School name _____ School address _____

School city, state, zip _____

Did you graduate? Y or N Number of years completed _____ Degree / diploma earned _____

COLLEGE / UNIVERSITY

School name _____ School address _____

School city, state, zip _____

Did you graduate? Y or N Number of years completed _____ Degree / diploma earned _____

ADDITIONAL INFORMATION

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? [] Y or [] N

If yes, please explain _____

EMPLOYMENT HISTORY

Are you currently employed? [] Y or [] N If you are currently employed, may we contact your current employer? [] Y or [] N

Below, please describe past and present employment positions. Please account for all periods of unemployment.

Name of Employer _____ Name of Supervisor _____

Telephone Number _____ Business Type _____

Address _____ City, state, zip _____

Length of Employment (Include Dates) _____

Position & Duties _____

Reason for Leaving _____ May we contact this employer for references? [] Y or [] N

Name of Employer _____ Name of Supervisor _____

Telephone Number _____ Business Type _____

Address _____ City, state, zip _____

Length of Employment (Include Dates) _____

Position & Duties _____

Reason for Leaving _____ May we contact this employer for references? [] Y or [] N

Name of Employer _____ Name of Supervisor _____

Telephone Number _____ Business Type _____

Address _____ City, state, zip _____

Length of Employment (Include Dates) _____

Position & Duties _____

Reason for Leaving _____ May we contact this employer for references? [] Y or [] N

REFERENCES

List below two persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name _____ Home Phone _____

Address _____ City, state, zip _____

Occupation _____ Number of Years Acquainted _____

Name _____ Home Phone _____

Address _____ City, state, zip _____

Occupation _____ Number of Years Acquainted _____

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company. I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature _____ Date _____