

APPLICATION FOR EMPLOYMENT

JAN'S HALLMARK SHOP

(An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE: _____

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE #:

ARE YOU 16 OR OLDER? Yes _____ No _____

Are you prevented from lawfully becoming employed
in this country because of visa or immigrations status?

Yes _____ No _____

EDUCATION	NAME & LOCATION OF SCHOOL	No. of Years Attended	Did you graduate?	Degree Received
Grammar School				
High School				
College				
Other				

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE CONTACT YOUR EMPLOYER? _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY: _____

AVAILABILITY

DAY	HOURS (From - To)	DAY	HOURS (From - To)
Sunday	_____	Thursday	_____
Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____		

EMPLOYMENT HISTORY (List below your last three employers, starting with the most recent.)				
DATE (Month & Year)	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING?
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES (No relatives, please. Your signature on this application gives permission to contact references.)			
NAME	ADDRESS & PHONE #	RELATIONSHIP	YEARS ACQUAINTED
1			
2			
3			

GENERAL INFORMATION

HOBBIES, ACTIVITIES, INTERESTS:

WHY DO YOU WANT TO WORK FOR JAN'S HALLMARK?

"I acknowledge that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed by Jan's Hallmark, my employment may be terminated at any time.

In consideration of my possible employment by Jan's Hallmark, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Jan's Hallmark. I understand that no company representative has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

SIGNATURE: _____ **DATE:** _____