



# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

**1**

Employer Address	Telephone ( )	Dated Employed		Work Performed
		From	To	
Job Title		Hourly Rate /Salary Starting                  Final		
Supervisor - Title				
Reason for leaving				

**2**

Employer Address	Telephone ( )	Dated Employed		Work Performed
		From	To	
Job Title		Hourly Rate /Salary Starting                  Final		
Supervisor - Title				
Reason for leaving				

**3**

Employer Address	Telephone ( )	Dated Employed		Work Performed
		From	To	
Job Title		Hourly Rate /Salary Starting                  Final		
Supervisor - Title				
Reason for leaving				

**4**

Employer Address	Telephone ( )	Dated Employed		Work Performed
		From	To	
Job Title		Hourly Rate /Salary Starting                  Final		
Supervisor - Title				
Reason for leaving				

If you need any additional space, please continue on a separate sheet of paper.

What are your hourly rate or salary requirements? \_\_\_\_\_

Provide the name, address and telephone number of two references who are not related to you and are not previous employers. \_\_\_\_\_

\_\_\_\_\_

## Education

	Elementary	High School	College/University	Graduate/Professional
School Name(s)				
Years completed: circle	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
What Course(s) Of Study?				
What specialized training, apprenticeship, skills and extracurricular activities?				

Honors or awards received:

## Special Skills & Qualifications

Summarize specialized skills and/or qualifications acquired from employment or other experience. Please include any additional information you feel may be helpful to us in considering your application.

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Indicate languages you speak, read and write and how well. Fluent? Fair?

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List hobbies, sports, business or social activities in which you participate. (You may exclude those which indicate race, color, religion, sex or national origin.) \_\_\_\_\_

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Why do you believe you are suited for our company? Why would you choose us?

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What are your goals? In what way(s) would this position support you to achieve your goals?

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## Math Calculations

In a retail company, it is important to be able to work well with numbers and cash. To demonstrate your ability in this area, please complete the following:

- A customer bought 2 items that totaled \$87.58 and gave you a \$100.00 bill. What change would you give the customer? 1. \_\_\_\_\_
- If you received 2 dozen 6" terra cotta pots and sold three of them the first day, how many pots are left? 2. \_\_\_\_\_
- Two hundred customers came in to the store today and only one hundred of them made a purchase. What percentage of the customers made a purchase today? 3. \_\_\_\_\_  
\_\_\_\_\_

*(Use the space below for your calculations.)*

# Willingness Checklist

Part of the activities required to maintain and operate a retail store involve duties or tasks that are often overlooked when describing a specific job. Please indicate your level of willingness to perform these tasks and duties by placing an "X" on the appropriate line.

Would you be willing to:	<b>NO</b>	<b>MAYBE</b>	<b>YES</b>
1. Stock and dust shelves?	_____	_____	_____
2. Dress to our standard every day?	_____	_____	_____
3. Restock displays throughout the day?	_____	_____	_____
4. Approach all customers with a smile?	_____	_____	_____
5. Clean the bathroom, windows & glass?	_____	_____	_____
6. Sweep and mop the floors?	_____	_____	_____
7. Uphold strict security policies?	_____	_____	_____
8. Uphold a no smoking policy?	_____	_____	_____
9. Climb a ladder using the safety procedures?	_____	_____	_____
10. Stand on your feet long periods of time?	_____	_____	_____
11. Dress in compliance with our dress code?	_____	_____	_____
12. Operate a computerized register ?	_____	_____	_____
13. Maintain a positive attitude?	_____	_____	_____
14. Break down boxes for recycling?	_____	_____	_____
15. Work weekend and evening hours?	_____	_____	_____
16. Lift heavy plants, boxes and stock safely?	_____	_____	_____
17. Make phone calls to customers for follow up?	_____	_____	_____
18. Leave personal issues & negativity at home?	_____	_____	_____
19. Work well with your teammates?	_____	_____	_____
20. Report to work on time when scheduled?	_____	_____	_____

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_