

QUICK FIX JEWELRY REPAIRS

APPLICATION FOR EMPLOYMENT

Date _____

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: (_____) _____

Social Security Number: _____ - _____ - _____ Message Phone: (_____) _____

If hired, you will be required to provide proof of your legal right to work in the United States of America.

Are you at least 18 years old? Yes No Position Applying For: _____

Expected Wage: _____

List any hours/days you are unable to work: _____

Based on the above requirements, I prefer one or more of the following:

Split Shift _____ Part-Time _____ Full-Time _____

Note: Your actual hours will be determined by management, and are subject to change, regardless of the preference expressed above.

Have you worked for this Company before?
 Yes No If yes, indicate location:

Date and reason you left: _____

List the names of any relatives or acquaintances ever employed by this Company or any of its affiliates:

Do you have a professional trade license or certificate? Yes No

Type: _____

Expiration Date: _____

Issued by: _____

What foreign languages do you speak? _____

Read: _____

Write: _____

Do you have any customer or sales experience? _____
 Yes No If yes, where?

Do you operate a 10-key? Yes No

Typing WPM: _____ S/H WPM: _____

What office machines/computers do you operate?

Have you ever operated a cash register?
 Yes No If yes, what type?

Have you ever been held accountable for cash?
 Yes No If yes, where:

EMPLOYMENT HISTORY

List all previous employers for the last 10 years beginning with your most current. If necessary, list them on additional paper and attach.

DATES FROM/TO				
COMPANY NAME				
COMPANY ADDRESS				
COMPANY PHONE	()	()	()	()
MAY WE CONTACT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
IMMEDIATE SUPERVISOR				
WHAT WILL THEY SAY ABOUT YOU?				
JOB DUTIES				
REASON FOR LEAVING?				
BEGINNING AND ENDING SALARY	\$ \$	\$ \$	\$ \$	\$ \$

Have you attached a sheet listing additional previous employers? Yes No

EDUCATIONAL HISTORY

	NAMES & DATES LOCATION	LOCATION	MAJOR SUBJECTS	GRADE PT. AVG.	LAST YEAR COMPLETED	DIPLOMA OR CERTIFICATE
HIGH SCHOOL						
COLLEGE / UNIVERSITY						
TRADE SCHOOL OR MILITARY TRAINING						

Do you plan on returning to school? Yes No If yes, when? _____

If yes, full time _____ or part time _____.

PERSONAL INFORMATION

If employed here, do you also expect to work elsewhere? Yes No

Are you interested in Management? Yes No
If yes, why?

What strong talents do you have that you can offer to our company?

List any hobbies, special interests or professional organization in which you are active (you may omit racial, ethnic, or religious activities):

Have you ever worked under another name? Yes No
If so, what name?

Have you ever been convicted of a felony? Yes No
If yes, explain:

Have you been convicted of a misdemeanor within the past 7 years? Yes No
If yes, explain:

Who to contact in case of emergency:

Name _____

Address _____

City/State _____

Telephone _____

PERSONAL REFERENCES

(Professional or Character)

Name			
Address			
City			
Zip			
Phone			
Relationship			
Years Known			

PLEASE READ THE FOLLOWING STATEMENTS

Any questions that you may have can be discussed during the interview.

I understand that all positions in this company require the employee to be bondable. I certify that to the best of my knowledge, I am bondable.

This application is not intended to, nor does it create an offer of employment, or a contract of employment, express or implied, and should not be perceived as such. No promises have been expressed or implied to me regarding employment or duration of employment and I understand that no such promise or guarantee is binding upon the Company unless made in writing and signed by a corporate office of the Company. I further understand that, if hired, all aspects of my employment relationship with the Company are not for any set period of time and may change or be terminated at will. This means that any employee may quit, be discharged, or have any aspect of their employment relationship change at any time without cause or notice. Notwithstanding the fact that the Company may, in its sole discretion, give written warnings from time to time to various employees for failure to perform satisfactorily or follow Company policy, no such written notices are required prior to discharging an employee or prior to the Company making other types of changes to an aspect(s) of the employment relationship. This at will employment relationship policy cannot be changed except by a written agreement that is signed by a corporate officer of the Company.

I authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies and former employers to release any information they may have about me, and in so authorizing, I agree to release any of the aforementioned entities as well as *RFJ* and Affiliates from any liability and responsibility for releasing the same. I further authorize the procurement of an investigative consumer report and understand that such report may contain information as to my background, consumer credit report, mode of living, character and personal reputation. I waive any notice required by law with respect to any inquiry made or the issuance of these reports. This authorization and release, in original or copy form, shall be valid for these and any future reports that may be requested. I understand that I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I understand that if hired, I will be required to comply with all rules, policies, and regulations of the Company and that my compliance may be periodically tested either with or without my knowledge. I further understand that the Company benefits, rules, policies, and regulations may be changed, modified, deleted or added to at any time at the sole option of the Company and without any prior notice.

I hereby certify that I have read and understand the foregoing statements and that each of my responses on this and all other *RFJ* and Affiliates employment forms associated with my hire are true and complete. I understand that any false or misleading information or any omission may disqualify me from further consideration for employment or may result in my discharge if discovered after I have been employed.

Signature _____ Date _____

APPLICANT DO NOT USE THIS SPACE