

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions **must** be answered.

"Location" <input type="checkbox"/> Carrollton Retail Store <input type="checkbox"/> Dalton Retail Store	<input type="checkbox"/> Haralson Co Warehouse <input type="checkbox"/>	Position applying for
---	--	-----------------------

## PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Email Address

Home Phone Number

Cell Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED?

Yes  No

## POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time   
Part Time

Days   
Evenings

Weekends

Status: Regular   
Temporary

Are you authorized to work in the U.S. on an unrestricted basis?

Yes  No

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)

Yes  No

If yes, explain:

Have you ever had a job in which you were responsible for handling money?

Yes  No

Are you able to lift 50 pounds or more? (This will only apply to certain job descriptions)

Yes  No

## QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS

List all skills, experiences, or certifications that would help you (managerial experience, forklift certification, sales experience, etc)

## REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?      Yes       No       N/A

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date