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| j0223422 | AUBURN EMPLOYMENT AGENCY“AN EQUAL OPPORTUNITY EMPLOYER” | j0223422 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | First | | | | Middle | | | | Date | | | |
| Street Address | | | | | | | | | Home Phone  (      )      - | | | |
| Have you ever worked for us before?  If yes, dates and location: | | | | Yes | | | No | | Social Security Number  **N/A** | | | |
| Position Desired | | | | | | | | | Pay Expected | | | |
| Would you work:  Days and hours you are available: | | | Full-time | | | Part-time | | On-call | How did you learn of this opening? | | | |
| Do you currently have any relative(s) employed with us: | | | | | | | | | When are you available to begin work? | | | |
| Yes (relation: \_\_\_     \_) | | | | | | No | | |
| After reviewing a list of the essential functions of the job or jobs for which you wish to be considered, is there any reason you cannot perform these job duties? Yes  No  If yes, please explain why you are unable to do these tasks and anything we might do to make performance possible. | | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| Have you ever been convicted of a crime other than a minor traffic violation?  (A record of conviction does not disqualify applicant from employment consideration.)  If yes, please describe: | | | | | | | | | | | Yes | No |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Retail Experience: (Please check all that apply) | | | | | | | | | | | | |
| Retail Sales  Cashier  Visual Merchandising  Floor Stocking  Gift Wrapping | | Produce  Warehousing  Restaurant  Personal Computer  Floral Experience | | | | | | | | Supervision  Buying  Customer Service  Balance Tills  Inventory | | |
| Office Experience: (Please check all that apply) | | | | | | | | | | | | |
| Typing \_     \_\_ wpm  Dictaphone  Ten-Key (touch/sight)  Cash Register  Multi-line Phones | | Accounting  CRT  Inventory Control  Graphics  Access | | | | | | | | Word  Excel  PageMaker  PowerPoint  Other: | | |
|  | |  | | | | | | | |  | | |

### EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name and location of school | | Date of Graduation | Degree(s) received |
| High School |  |  |  |
| Trade/Business |  |  |  |
| College |  |  |  |
| Graduate School |  |  |  |

### EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address: | | Dates of Employment | Salary |
| Start | Start |
| Finish | Finish |
| Job Title: | Department: | Supervisor: | Phone Number: |
| Duties and Responsibilities: | | Reason for Leaving: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address: | | Dates of Employment | Salary |
| Start | Start |
| Finish | Finish |
| Job Title: | Department: | Supervisor: | Phone Number: |
| Duties and Responsibilities: | | Reason for Leaving: | |

### REFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Occupation | Phone Number |
| 1. |  |  | (       )      - |
| 2. |  |  | (       )      - |
| 3. |  |  | (       )      - |

### READ BEFORE SIGNING

I certify that the information on this application is complete, true, and correct. I also authorize the company to check the references and statements on this application. I understand and agree that if I am employed; my employment can be terminated with or without cause or reason and with or without prior notice, at any time, at the option of either the company or myself.

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| --- | --- | --- | --- |
| Date: |  | Signature: |  |