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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.      |
|  |
|  |
|  |
| 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.

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