

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, or national origin.

**The applicant must fill out this application completely, honestly, and sign at the end.**

## Personal Information

Name: \_\_\_\_\_  
Last First Middle

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ How did you hear about this job: \_\_\_\_\_

## Employment Desired

Position: \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_  
Available Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary Desired: \$ \_\_\_\_\_  
Are You Employed Now? \_\_\_\_\_ If so, may we contact your employer? \_\_\_\_\_  
Have you previously applied with us? \_\_\_\_\_ If yes, when did you apply? \_\_\_\_\_

## Education

	Name & Location of School	Last Year Completed	Did You Graduate?	Subjects Studied & Degree(s) Received
High School		1 2 3 4	Y / N	
Post High School		1 2 3 4	Y / N	

Please list any special expertise, second languages, education, or abilities you have: \_\_\_\_\_

Activities you are involved in other than religious (civic, athletic, etc.): \_\_\_\_\_

Exclude organizations, the name or character of which indicates the race, age, sex, color, or national origin of its members.

## Individual Questions (Circle One)

1. Do you smoke?..... Yes / No
2. Do you have a valid Nebraska drivers license?..... Yes / No
3. Have you ever been convicted of a felony?..... Yes / No
4. Can you stand for long periods of time?..... Yes / No
5. Can you lift up to 50 pounds?..... Yes / No

\*Answering yes to this question will not, in and of itself, disqualify you for this job.

# Former Employers Information

List your last three employers - starting with the Most Recent First.

Date, Month, Year	Name, Address, & Phone	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

# References

Give the names of three persons not related to you, whom you have known for at least one year.

Name	Address & Phone Number	Company	Years Acquainted

# Individual Questions

- How many hours per week are you willing to work? \_\_\_\_\_
- What hours are you available to work: Sunday: \_\_\_\_\_ to \_\_\_\_\_ Monday: \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday: \_\_\_\_\_ to \_\_\_\_\_ Wednesday: \_\_\_\_\_ to \_\_\_\_\_ Thursday: \_\_\_\_\_ to \_\_\_\_\_  
 Friday: \_\_\_\_\_ to \_\_\_\_\_ Saturday: \_\_\_\_\_ to \_\_\_\_\_
- What hours do you prefer to work? \_\_\_\_\_
- What are your job and educational plans for the next nine to twelve months? \_\_\_\_\_  
 \_\_\_\_\_
- In your opinion, what image does our store project? \_\_\_\_\_  
 \_\_\_\_\_

# Applicant Statement

\* I certify that answers given herein are true and complete. 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 that as part of the normal procedures for processing employment applications an inquiry may be made to third parties concerning my character, general reputation and personal characteristics. I also understand that former employers and references may be contacted, and I hereby authorize any information to be released and will not hold either party liable for release of this information.

\* This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

\* I understand and agree that my employment is for no definite period and may, regardless of the date of payment or my wages and salary, be terminated any time without any previous notice.

\* In the event of my employment, I hereby give my permission for The Corporate Edge to use my photograph in connection with company publicity or sales promotion purposes without any further notice or consideration.

**Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_