



## application for employment

date \_\_\_\_\_

### personal info

name \_\_\_\_\_ social security # \_\_\_\_\_

address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

phone number \_\_\_\_\_ email \_\_\_\_\_

referred by \_\_\_\_\_

### general employment info

when can you start? \_\_\_\_\_ salary desired: \_\_\_\_\_

are you currently employed? \_\_\_\_\_ may we contact them? \_\_\_\_\_

employers contact name & phone number: \_\_\_\_\_

hours & days available: \_\_\_\_\_ our store hours are mon-fri 10-6, sat 9-5, sun 12-4

available holidays? \_\_\_\_\_

list additional info about your availability: \_\_\_\_\_

mon	tues	wed	thur	fri	sat	sun

how many hours per week do you want/need? \_\_\_\_\_ looking for temporary or permanent work? \_\_\_\_\_

have you ever applied with us before? \_\_\_\_\_

do you have any physical or health limitations which may prevent you from enduring prolonged standing or heavy lifting or which would otherwise affect your ability to perform your job duties? (please explain) \_\_\_\_\_

in the last 5 years have you been involved in any situations which resulted in criminal conviction? \_\_\_\_\_

if yes, please explain: \_\_\_\_\_

### education

high school \_\_\_\_\_ location \_\_\_\_\_ highest grade completed \_\_\_\_\_ course of study \_\_\_\_\_

college \_\_\_\_\_ location \_\_\_\_\_ highest level completed \_\_\_\_\_ course of study \_\_\_\_\_

1 2 3 4 graduate school

what is/was your favorite class and why? \_\_\_\_\_

any special training, experience or study that you think would help you here at the eco candle company? \_\_\_\_\_

**employment history**

employer

address

telephone number

name of supervisor

employment dates

position held

salary/pay

reason for leaving

may we contact them?

what are/were your responsibilities?

what is/was your favorite part of the job?

employer

address

telephone number

name of supervisor

employment dates

position held

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may we contact them?

what are/were your responsibilities?

what is/was your favorite part of the job?

employer

address

telephone number

name of supervisor

employment dates

position held

salary/pay

reason for leaving

may we contact them?

what are/were your responsibilities?

what is/was your favorite part of the job?

**references** (no relatives or friends please.)

name

address

phone number

how do you know them?

how many years?

name

address

phone number

how do you know them?

how many years?

name

address

phone number

how do you know them?

how many years?

**general info**

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why are you interested in working at the *eco candle company*?

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what special skills or experience do you have that make you a fit for this company?

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what motivates you to work?

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what are your hobbies/interests?

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how would you describe yourself as an employee?

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is there anything else you would like to tell us about yourself that we should take into consideration?

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why should we hire you?

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**authorization**

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I certify that the facts contained in this application are true and correct and that I confirm that any omission or misrepresentation of any fact in this application is sufficient reason to be denied employment.

If employed, such an omission or misrepresentation shall be grounds for dismissal. I agree that if an employment relationship is established with the *eco candle company*, it will be of an "at will" nature meaning, that I may resign at any time and the *eco candle company* may dismiss me at any time with or without cause with proper notice given.

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signature

date



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