



application for employment

date _____

personal info

name _____ social security # _____

address _____ city _____ state _____ zip _____

phone number _____ email _____

referred by _____ which position are you applying for? _____

general employment info

when can you start? _____ wage desired: _____

are you currently employed? _____ may we contact them? _____

employers contact name & phone number: _____

availability

store hours: M-F 10-6, SA 9-5, SU 12-4 / behind-the-scenes hours vary between 8am-7pm

additional info about your availability?	mon	tues	wed	thur	fri	sat	sun

how many hours per week are you 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 *eco candle company* ?

employment history

employer	address	telephone number	
name of supervisor	employment dates	position held	salary/pay
reason for leaving	supervisor name/may we contact them?		
what are/were your responsibilities?			
what is/was your favorite part of the job?			

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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

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

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

what motivates you to work?

what are your hobbies/interests?

how would you describe yourself as an employee?

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

why should we hire you?

authorization

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 *eco candle company* , it will be of an "at will" nature.

signature

date

