

Application for Employment
- an equal opportunity employer -

Personal Information

Date of Application _____

Last Name _____ First Name _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Check here if mailing address is the same as the address listed above.

Are you 18 years or older? yes no

Do you currently use Rubber Stamps? yes no For how long? _____

Do you currently Scrapbook? yes no For how long? _____

Work Schedule

Please check the types of shifts for which you are available to work. days evenings weekends

Please indicate below your work availability.

Sunday ___ to ___ Saturday ___ to ___

Monday ___ to ___ Tuesday ___ to ___ Wednesday ___ to ___ Thursday ___ to ___ Friday ___ to ___

Job Skill

Do you have any experience working in a retail environment? yes no

Please check any office/store equipment that you are able to use. (check all the apply)

personal computer cash register fax machine photo copier die cut machine

Have you ever taught any class of any kind? yes no

If yes, what types of classes _____

Education

	Print Name, City, State	Graduated	# of Years Completed	Degree/Diploma
High School				
College				
Graduate Studies				
Vocational				

Employment History

Have you ever been involuntarily terminated from a place for employment? yes no

If yes, please explain all occurrences _____

If currently employed, may we contact your current employer? yes no

May we contact any of your former employers? yes no

Present or Last Employer

Company _____ Dates Employed To _____ From _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name _____ Phone # _____

Job Title _____ Wage _____

Specific Reason for Leaving _____

What did you like best about the position? _____

What did you like least about the position? _____

Employer #2

Company _____ Dates Employed To _____ From _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name _____ Phone # _____

Job Title _____ Wage _____

Specific Reason for Leaving _____

What did you like best about the position? _____

What did you like least about the position? _____

Employer #3

Company _____ Dates Employed To _____ From _____
Address _____ City _____ State _____ Zip _____
Supervisor's Name _____ Phone # _____
Job Title _____ Wage _____
Specific Reason for Leaving _____
What did you like best about the position? _____
What did you like least about the position? _____

References

Please give the names of two work related references that we may contact.

1) Name _____ Company _____ Phone _____
2) Name _____ Company _____ Phone _____

Please give the names of two personal (not related to) references that we may contact.

1) Name _____ Phone _____
2) Name _____ Phone _____

Miscellaneous

Have you ever been convicted of a crime? yes no If yes, please explain _____

Are you able at the time of employment to submit verification of you legal right to working the US? yes no

Our positions require working with our customers on a one-to-one basis. Please describe any past experience you have had in dealing with the public on a personal level. _____

Please briefly describe your knowledge of Stamping or Scrapbooking. _____

How did you find out about employment opportunities at Heart 2 Heart Memories? _____

APPLICANT'S CERTIFICATION AND AGREEMENT

In consideration of being employed, I understand and agree that:

1. I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal of employment or, if employed, dismissal in accordance with the Store's policy.
2. I understand that receipt of this application does not imply I will be employed nor does it indicate there are positions available.
3. I authorize the references listed in the application to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.
4. In consideration of employment, I agree to conform to the rules and regulations of the Store, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the Store or myself.
5. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Store to continue to employ me in the future.
6. This Store is an equal opportunity employer. This employer does not discriminate in employment and no questions on the application form should be used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.
7. Should you be hired for a position with the Store, you will be required, per federal law, to present proof of citizenship or authorization to work in the United States within 72 hours of our offer of employment. If you cannot provide this proof, the offer of employment may be rescinded.
8. This application is current and active for only 90 days from the date of this application.
9. I have read and understood the above and agree that the facts I have provided in my employment application are true and complete.

Signature _____

Date _____