



Employment Application

Submitted on: ____/____/____

Availability

We rely upon the information you provide in determining whether to hire you. You will be expected to be available for scheduling during the times you list below.

<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time		Salary Desired:				Available Start Date: ____/____/____						
Days Available	Mon		Tues		Wed		Thur		Fri		Sat		Sun	
Time Available	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End

Personal Information

Last Name				First Name				Middle Name			
Present Address						City		State		Zip	
Primary Telephone			Email Address						Age (if under 18):		
Emergency Contact	Name			Phone			Relationship				

List all employment, starting with your most recent position. Please provide all information.

Employment History

May we contact your present employer? Yes No

Employer			Dates		Position/Title		
Address			From	To	Duties Performed		
City	State	Telephone					
Supervisor			Hourly Rate/Salary				
Reason for Leaving			Starting	Final			

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Reason for Leaving			Starting	Final	

Education

Type of School	Name and Location of School		Degree/Area of Study	Years Completed	Graduated?
High School	Name				<input type="checkbox"/> Yes <input type="checkbox"/> No
	City	State			
College	Name				<input type="checkbox"/> Yes <input type="checkbox"/> No
	City	State			
Other	Name				<input type="checkbox"/> Yes <input type="checkbox"/> No
	City	State			
Special Skills/Courses					

Criminal Conviction Information

In response to questions that follow, you are not requested to provide information regarding convictions that have been sealed, expunged, annulled, or erased. Conviction does not necessarily bar your employment.

Have you ever been convicted of a felony? Yes No
 Date(s)/ Nature of Offense(s):

Have you ever been convicted of a misdemeanor involving weapons, theft, dishonesty, or violence? Yes No Date(s)/
 Nature of Offense(s)/ Sentence Imposed:

Are you legally authorized to work in the United States? Yes No

References

Attach additional sheets if needed.

Name	Address	Telephone	Relationship/Title	Years Known

READ THIS STATEMENT BEFORE SIGNING

Mountain View Home and Hardware is an equal opportunity employer.

All information and answers to questions on this application are complete, true, and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts may render this application void and may result in my termination without liability whenever discovered. I understand and agree that any dishonesty or falsification by me during my employment may result in immediate termination.

I authorize Mountain View Home and Hardware to conduct any investigation it deems appropriate concerning my application. This investigation includes, but is not limited to, a background check. I hereby authorize and request former employers, references, schools, and all other persons and organizations to disclose any information that may be sought in connection with this application. In return for their providing such information to Mountain View Home and Hardware or its agent, I hereby release all former employers, personal references, schools, and other persons and organizations from all liability in connection with those disclosures.

I understand and agree that any employment that may result from this application will be for no definite period of time or duration and may be terminated at any time without notice or cause at the option of either the company or me. If employed, I agree to acquaint myself with and to abide by any rules, regulations, instructions, policies, and procedures of Mountain View Home and Hardware. I acknowledge and agree that Mountain View Home and Hardware has the absolute right to change its policies, procedures, and business practices and arrangements unilaterally, at any time, without prior notice.

I have read the above statements, I understand them, and agree to them.

Signature: _____

Date: _____