

# APPLICATION FOR EMPLOYMENT

## EQUAL EMPLOYMENT OPPORTUNITY

True Value Home Center will comply with all applicable laws governing equal opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to recruiting, hiring, promotions and compensation.

Specifically, True Value Home Center will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment and without regard to race, creed, color, religion, age, sex, marital status, national origin, sexual preference, disability, status with regard to public assistance or veteran status.

## PERSONAL INFORMATION

DATE \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are You 18 years or older? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Salary desired: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full-time Part-time

Are you on a lay-off and subject to recall? Yes No

Referral source: Advertisement Employee Walk in Job Service Other \_\_\_\_\_

## GENERAL

Special Skills: \_\_\_\_\_

Special Training: \_\_\_\_\_

**FORMER EMPLOYERS - Detail below your employment history for the past 3 years only.**

**1.**

Name of present or last employer: \_\_\_\_\_

Address of present or last employer: \_\_\_\_\_

Starting date: Month \_\_\_\_\_ Year \_\_\_\_\_ Ending date: Month \_\_\_\_\_ Year \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Job title: \_\_\_\_\_ Job description: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**2.**

Name of present or last employer: \_\_\_\_\_

Address of present or last employer: \_\_\_\_\_

Starting date: Month \_\_\_\_\_ Year \_\_\_\_\_ Ending date: Month \_\_\_\_\_ Year \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Job title: \_\_\_\_\_ Job description: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**3.**

Name of present or last employer: \_\_\_\_\_

Address of present or last employer: \_\_\_\_\_

Starting date: Month \_\_\_\_\_ Year \_\_\_\_\_ Ending date: Month \_\_\_\_\_ Year \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Job title: \_\_\_\_\_ Job description: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## REFERENCES - Give the names of three people not related to you.

Name	Address	Business	Phone
1			
2			
3			

## EDUCATION

School level	Name and location of school	# of years attended	Subjects studied
Grade School	-----		
High School	-----		
College	-----		
Other	-----		

## AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that my employment may be terminated at any time and without notice, for any or no reason. Except for reasons in violation of equal employment opportunity laws."

Date: \_\_\_\_\_ Signature: \_\_\_\_\_