



## EMPLOYMENT APPLICATION

Name \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Email \_\_\_\_\_

Position applying for \_\_\_\_\_ Store location: \_\_\_\_\_

Start Date: \_\_\_\_\_ Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

**Employment Record:** (List most recent employment first)

Name and Address of Company	Date From/To	Job Position	Salary	Name of Supervisor	Reason for leaving

**Education:**

Current Grade \_\_\_\_\_

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

College \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Availability: \*YOU MUST WORK AT LEAST ONE WEEKEND NIGHT PER WEEK\***

State all hours you will be able to work during early spring, while school is in session.

This does not mean you will be scheduled all these shifts, this is a part time job.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

State all hours you will be able to work during the summer...

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

**References:**

List below the information of three people, not related to you.

Name	Phone	Business	Years Known

In answering the following questions, you may omit any information or answer “no record” with regard to any conviction for which there is a sealed record on file. You should also omit first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of peace.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details and date: \_\_\_\_\_

Have you been convicted of a misdemeanor in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details and date: \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I agree that all individuals supplying information about me, for reference purposes, are released from liability. If a job opportunity is offered, I shall comply with all Jay Gee’s uniform requirements. I understand that job responsibilities often include counter work, product preparation and cleaning duties.

Important: working papers or a certificate of age may be required before hiring.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Selection of employees will be on the basis of occupational qualification, education, availability and character, without regard to; age, sex, race, color, creed, national origin, or handicap.

Jay Gee’s is an equal opportunity employer.

**For Internal Use Only**

Interviewed by _____	Date _____
DOB _____	SSN# _____ - _____ - _____
Remarks _____	
_____	
_____	
Neatness _____	Personality _____
Ability _____	Character _____