

Bailey's IGA

Application for Employment

Applications must be filled out in your own handwriting.

Uncompleted applications will not be considered.

Name _____
Last First Middle

Address _____

Social Security No. Home Phone Work Phone Also Known As

Position Desired: _____ Salary Requested: _____

Start Date: _____ Personal Goals: _____

May we contact your present employer? _____ Current Salary? _____ Are you over 18? _____

Are you related to anyone in our company? _____ Name _____

Referred by: _____ Ever applied here before? _____ When? _____

Special Skills or Knowledge? _____

Are you looking for a full time job? _____ Part time? _____ or either? _____ How many hours do you want to work in a week? _____

Can you work any hours between 6 a.m. and 11 p.m.? _____

Can you work any days of the week? _____ If not, please explain _____

Are you looking for long term employment? _____ How long? _____

Why did you apply at Bailey's? _____

Would you want to work up into a management position? _____ Which one? _____

Have you worked retail before? _____ What did you do? _____

Do you have cash register experience? _____ Have you had money handling experience? _____

Do you have a computer? _____ Would you say you have experience with computers? _____

If you were to rate your customer service skills from 1 to 10 high, what would it be? _____ Why? _____

If you were to list 3 things that you thought were the most important for customer service what would they be? _____

Have you ever been convicted of a felony or misdemeanor or released from prison? _____
Please explain: _____

Will visa or immigration status prevent lawful employment? _____
Have you ever been denied Workers Compensation? _____ How many times? _____
When? _____ Where? _____

References: (List below the names of three persons not related to you whom you have known for 5 years)

Name	City	Phone	Business	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Education	Name/Location of School	Studied	Did you graduate?
High School	_____	_____	_____
College	_____	_____	_____
Training	_____	_____	_____
Vocational Schools	_____	_____	_____

Begin with most recent job

Employment dates: (Mo - Yr) to (Mo - Yr)

Title	Employer Name
_____	_____
Supervisor: _____	Last Salary: _____
Location: _____	
Experience Learned: _____	
Reason for Leaving? _____	

Employment dates: (Mo - Yr) to (Mo - Yr)

Title

Employer Name

Supervisor: _____ Last Salary: _____ Location: _____

Experience Learned: _____

Reason for Leaving? _____

Employment dates: (Mo - Yr) to (Mo - Yr)

Title

Employer Name

Supervisor: _____ Last Salary: _____ Location: _____

Experience Learned: _____

Reason for Leaving? _____

Employment dates: (Mo - Yr) to (Mo - Yr)

Title

Employer Name

Supervisor: _____ Last Salary: _____ Location: _____

Experience Learned: _____

Reason for Leaving? _____

Employment dates: (Mo - Yr) to (Mo - Yr)

Title

Employer Name

Supervisor: _____ Last Salary: _____ Location: _____

Experience Learned: _____

Reason for Leaving? _____

Employment dates: (Mo - Yr) to (Mo - Yr)

Title

Employer Name

Supervisor: _____ Last Salary: _____ Location: _____

Experience Learned: _____

Reason for Leaving? _____

Describe your perfect work environment? _____

Signature of Applicant

Date

Please staple or paper clip all pages in there order including this page

To be completed by Company Representative

Date:

Where was your best job?

Why?

How long were you there?

Why did you leave?

Have you ever been fired?

Have you ever been caught shoplifting?

Dress Code:

Pay:

90 day probation period:

At Will Employment:

Why do you want to work here?

Why would we hire you?

Questions?

Hire? YES NO Maybe 1 2 3 4 5

