

# SAM FLAX

## Application for Employment

The Art & Design Store for Creative People

Equal access to programs, services and employment is available to all persons. Those requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_ Desired Pay \_\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_

May we contact you at work?  Yes  No

If yes, work number and best time to call:  
(\_\_\_\_\_) \_\_\_\_\_ AM/PM

Are you legally eligible for employment in the U.S.?

Yes  No

Have you ever been employed here before?

Yes  No

If yes, give dates: From \_\_\_\_\_ To \_\_\_\_\_

Date available for work \_\_\_\_\_

Type of Employment desired:

Full-Time  Part-Time  Full-Time  
 Educational Co-Op  Seasonal  Temporary

Days available: \_\_\_\_\_

Please specify times/dates you are unavailable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you work overtime if required?

Yes  No

If **No**, please explain \_\_\_\_\_

\_\_\_\_\_

Are you able to lift 50 lbs. or more?

Yes  No

If **No**, please explain \_\_\_\_\_

\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying?

Yes  No

Drivers license number required if driving  
\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded?  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime within the last 10 years which may not have been annulled, expunged, or sealed by a court?  Yes  No

## Employment History

Starting with your most recent employer, provide the following information:

Employer ( )	Telephone	Dates Employed:
Street Address	City State	Compensation
Job Title		\$ _____ Starting
Supervisor's Name:		\$ _____ Ending
Reasons for leaving?		May we contact your employer?
Job Function and responsibilities?		

Employer ( )	Telephone	Dates Employed:
Street Address	City State	Compensation
Job Title		\$ _____ Starting
Supervisor's Name:		\$ _____ Ending
Reasons for leaving?		May we contact your employer?
Job Function and responsibilities?		

Employer ( )	Telephone	Dates Employed:
Street Address	City State	Compensation
Job Title		\$ _____ Starting
Supervisor's Name:		\$ _____ Ending
Reasons for leaving?		May we contact your employer?
Job Function and responsibilities?		

Employer ( )	Telephone	Dates Employed:
Street Address	City State	Compensation
Job Title		\$ _____ Starting
Supervisor's Name:		\$ _____ Ending
Reasons for leaving?		May we contact your employer?
Job Function and responsibilities?		

## An Equal Opportunity Employer

### Skills and Qualifications

Summarize any special training, skills licenses and/or certificates that may assist you in performing the position for which you are applying.

---



---



---

### Computer Skills (Check appropriate boxes. Include software titles and years of experience)

	Have you ever used...	Indicate level
	Please select all that apply	Beginner, Intermediate, Expert
POS System	_____	_____
Word	_____	_____
Excel	_____	_____
Outlook	_____	_____

### Educational Background

Starting with your most recent school attended, please provide the following information:

School (include City and State)	Years Complete	Course of Study	Degree Earned?

### References

List name and telephone number of **at least four** business/work references who are not related to you and are not previous supervisors. If not applicable list three school or personal references who are not related to you.

Name	Relationship to you	Telephone	Years known

## Additional Information

How did you hear about Sam Flax? \_\_\_\_\_

What are your favorite places to shop? \_\_\_\_\_

What makes them your favorite places? \_\_\_\_\_

What are your least favorite places to shop? And why? \_\_\_\_\_

What do you like most about Sam Flax? \_\_\_\_\_

What do you like least about Sam Flax? \_\_\_\_\_

Why should Sam Flax hire you? \_\_\_\_\_

## Application Statement

I certify that all information I have provided in order to apply for and secure work with this employe is true, complete correct.

I expressly authorize without reservation the employer its representatives, employees or agents to contact and obtain information from all references (personal and professional), employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer its agents employees or representaives for seeking, gathering and using thruthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such informaton about me. I understand that htis employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.

If I am hired, I undstand that I am free to resign at any time with or without cause and with or without prior notice and the employer reserves the same right to terminate my employment at anytime with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forging express language are valid unless they are in writing and signed by the employers president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal imminration laws require me to complete an I-9 form in this regard.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the forging Applicant statement.

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

Date \_\_\_\_\_