

Application for Employment



Personal Information

Name (First, Middle, Last) _____

Current Address _____ City _____ Zip _____

Cell Phone _____ Home Phone _____ Email _____

Referred By: _____

Employment Desired

Position _____ Date Available to Start _____

Are You Currently Employed? Yes ___ No ___ Where? _____

May We Contact Your Current Employer? Yes ___ No ___ Phone Number _____ Contact Name _____

Have You Ever Applied Here Before? Yes ___ No ___ When? _____

Education

Name & Location		Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade School				
Other				
Other				

Employment- Most Recent

Start Date	End Date	Company Name	Location	Salary/ Hourly Rate	Position	Reason for Leaving

Skills

Computer	Experience Yes/No	Jewelry	Experience Yes/No	Customer Service	Experience Yes/No
Email		Watch Battery Replacement		Phone Skills	
Microsoft Word		Watch Link Adjustment		Problem Solving	
Excel		Buffing/Polishing		Strategize	
Publisher		Repair Evaluation		Gift Wrapping	
Point of Sale		Using a Loupe		Multi-Task	
Fax		Birthstones		Creative	

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Other Information

Is there anything else you would like to tell us about yourself? Any special skills or certifications that would help you here?

References- Not Family

Name	Phone	Address	How Do You Know Them	Years Known

Authorization

I certify that the facts contained in this application are true and complete to the best of m knowledge. I understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by authorized company representative.

Signature_____

Date_____