

The Kindship

PAPER LUXE | THE CURIOUS BEAR | THE CREST HOME | LITTLE LUXE | KINDSHIP CARDS

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please complete all fields. Incomplete information could disqualify you from further consideration.

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

E-mail Address: _____

Home Phone #: _____ Mobile Phone #: _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Can you work any shift? Yes No / Comments: _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start: _____ Hourly Rate/Salary desired: _____

Store and position desired: _____

REFERRAL SOURCE

How did you hear about us? _____ Walk In _____ Advertisement _____ Referral _____ Other

If referral, who may we thank? _____

Do you know anyone who works for our company? ___ Yes ___ No

If yes, who? _____

EDUCATION

	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
	High School			
	College or University			
	Trade, Business or Correspondence School			

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Employer Name	From (date)	To (date)	Job Title
Employer Address			
Immediate Supervisor, Title			
Reason for Leaving			
Summary of position held			

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Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years, that would be willing to provide a reference.

Name	Phone, Email	Company	Years Acquainted

PLEASE READ CAREFULLY BEFORE SIGNING.

The Office Boutique, LLC is an equal opportunity employer. The Office Boutique, LLC does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Office Boutique, LLC to hire me. If I am hired, I understand that either The Office Boutique, LLC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of The Office Boutique, LLC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to The Office Boutique, LLC true and complete information on this application. No requested information has been concealed. I authorize The Office Boutique, LLC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.