

# The Kindship

PAPER LUXE | THE CURIOUS BEAR | LITTLE LUXE | KINDSHIP CARDS | KINDSHIP STUDIOS

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

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. Please include two professional references and one personal reference.

Name	Phone, Email	Company	Years Acquainted

**PLEASE READ CAREFULLY BEFORE SIGNING**

The Office Boutique, LLC (dba The Kindship) 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.