

# APPLICATION FOR EMPLOYMENT



We at Plato's Closet® are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, genetic information or other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotions, compensation, and any company sponsored social and recreational programs.

# Employment Application

## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Social Security Number (optional): \_\_\_\_\_ Phone: \_\_\_\_\_

Referred by:  Advertisement  Agency  Person  Other: \_\_\_\_\_

Are you legally eligible for employment in the U.S.A?  YES  NO State age if under 18: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Salary Expected: \_\_\_\_\_

Are you available to work  Full-time  Part-time  Seasonal Date available for work: \_\_\_\_\_

Shift Availability:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Specify schedule limitations \_\_\_\_\_

Were you previously employed by us?  YES  NO If yes, when? \_\_\_\_\_ List friends or relatives in our employ: \_\_\_\_\_

Other name(s) used while attending schools or places of employment indicated on this form: \_\_\_\_\_

Military Service?  YES  NO

Branch and Rank: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Can you perform the primary functions of this job with or without reasonable accommodations? YES NO

## Education

High School: \_\_\_\_\_

Scholastic Average: \_\_\_\_\_

Graduated?  YES  NO

College: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Scholastic Average: \_\_\_\_\_

Graduated?  YES  NO

Degree: \_\_\_\_\_

Vocational: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Scholastic Average: \_\_\_\_\_

Graduated?  YES  NO

Degree: \_\_\_\_\_

Additional Education: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Scholastic Average: \_\_\_\_\_

Graduated?  YES  NO

Degree: \_\_\_\_\_

Additional Comments Regarding Education:

## Skills

List computers systems and software in which you are proficient: \_\_\_\_\_

Describe any point of sale system experience: \_\_\_\_\_

Please list languages that you can speak fluently: \_\_\_\_\_

Please list languages that you can write fluently: \_\_\_\_\_

Please list languages that you can read fluently: \_\_\_\_\_

## Additional Qualifications

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

## Employment History

(List present or most recent employer first)

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Description:

Reason for Leaving:

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Description:

Reason for Leaving:

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Description:

Reason for Leaving:

Please indicate previous employers you do not wish contacted: \_\_\_\_\_

**References**

*Please list three persons other than relatives or personal friends, who can judge your work ability.*

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Authorization For Background Check**

*I authorize Plato's Closet to verify employment, as well as conduct criminal and vehicular record check. Signature:*

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Certification and Agreement**

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize PLATO'S CLOSET to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by PLATO'S CLOSET or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than an Officer, and then only when in writing and signed by the Officer, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_