

G|F GALLERY FURNITURE

EMPLOYMENT APPLICATION

CRITERIA: To be hired by this company you must be qualified and able to do all essential functions of the job; references and job history must be verifiable; you must be truthful on the application and during interviews; and you must be able to meet all selection standards mandated by law.

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

POSITION DESIRED: _____ FULL OR PART TIME: _____

Yes No **Are you 18 years or older? If not can you supply a work permit?** _____

Yes No **Did you complete High School? If not, have you obtained a GED?** _____

Yes No **Did you complete College? If yes, field:** _____

Yes No **Are you attending school now? If yes, explain:** _____

Yes No **Are you planning to continue or further you education? If yes, explain:** _____

Yes No **Do you have special licensing or certification? If yes, field:** _____

Yes No **Can you provide proof of legal right to work in this country?** _____

Yes No **Do you speak English?** _____

Yes No **Do you speak other languages? If yes, which ones:** _____

Yes No **Can you work in a non smoking environment?** _____

Yes No **Can you work all weekends (both days), evenings and holidays?** _____

If no, any special request of day not able to work: _____

Yes No **Are you willing to undergo a drug screening?** _____

Yes No **Have you ever been disciplined or fired from a job? If yes, explain:** _____

Yes No **Have you ever worked for this company before?** _____

Yes No **Have you made application to this company before? If yes, when:** _____

Yes No **Are you related to an employee of this company? If yes, who:** _____

Yes No **Do you know any employees of this company? If yes, who:** _____

Yes No **Have you ever been convicted of a criminal offense? If yes, list year and charge of offense:** _____

Yes No **Have you ever pled guilty or nolo contendere (no contest) to a criminal charge in order to qualify for deferred adjudication? If yes, give details:** _____

Yes No **Have you ever been on any type of probation as a result of a criminal charge? If yes, give details:** _____

Yes No **List any DWI or DUI charges / prosecutions/ probations:** _____

Yes No **Have you had any tickets or moving violations in the past 3 years? If yes, explain:** _____

Yes No **Have you had a defensive driving class in the past 3 years? If yes, #:** _____

Yes No **Have you had any vehicular accidents in the past 3 years? If yes, list each:** _____

BIOGRAPHICAL DATA**GALLERY FURNITURE**

PLEASE READ! As part of your background investigation, you must complete this form for the last *SEVEN YEARS* for both your residences and your past employment. If you need an additional sheet, please ask. PLEASE PRINT CLEARLY IN BLACK INK ! Illegible handwriting will only slow the process. The request for Date of Birth is for permissible purpose and not for purposes prescribed by the law prohibiting age discrimination. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is unlawful for an employer to refuse to hire; discharge; or otherwise discriminate with respect to compensation, terms, conditions, or privileges of employment because of an individual' age.

NAME: _____ ALIAS(S): _____

PHONE: _____ CELL: _____

Have you ever pled guilty, no contest, been given deferred adjudication, or been found guilty of a crime? Yes No

CITY: _____ COUNTY: _____ STATE: _____ YEAR: _____

RESIDENCES (Starting with current)

ADDRESS: _____ HOW LONG? _____
 STREET APT CITY STATE ZIP

ADDRESS: _____ HOW LONG? _____
 STREET APT CITY STATE ZIP

ADDRESS: _____ HOW LONG? _____
 STREET APT CITY STATE ZIP

ADDRESS: _____ HOW LONG? _____
 STREET APT CITY STATE ZIP

EDUCATION

HIGH SCHOOL: _____ LAST YEAR ATTENDED: _____

CITY: _____ STATE: _____ PHONE: _____ GRADUATED DID NOT GRADUATE

VOCATIONAL / TECHNICAL SCHOOL: _____ LAST YEAR ATTENDED: _____

CITY: _____ STATE: _____ PHONE: _____ GRADUATED DID NOT GRADUATE

COLLEGE: _____ LAST YEAR ATTENDED: _____

CITY: _____ STATE: _____ PHONE: _____ GRADUATED DID NOT GRADUATE

GRADUATE SCHOOL: _____ LAST YEAR ATTENDED: _____

CITY: _____ STATE: _____ PHONE: _____ GRADUATED DID NOT GRADUATE

MASTERS PHD BOTH

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Gallery Furniture to provide employment opportunities without regard to race, color, religion, sex, national originage, handicap, or veteran status.

FORMER EMPLOYERS BEGIN WITH YOUR PRESENT OR LAST EMPLOYER

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____ Salary; starting: _____ ending: _____
Reason for leaving: _____ Hours worked / week: _____
Immediate supervisor: _____ Phone #: _____
Duties, responsibilities and number you supervised: _____

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____ Salary; starting: _____ ending: _____
Reason for leaving: _____ Hours worked / week: _____
Immediate supervisor: _____ Phone #: _____
Duties, responsibilities and number you supervised: _____

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____ Salary; starting: _____ ending: _____
Reason for leaving: _____ Hours worked / week: _____
Immediate supervisor: _____ Phone #: _____
Duties, responsibilities and number you supervised: _____

APPLICANT'S AGREEMENT

I UNDERSTAND AND AGREE THAT:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. If employed, I may terminate my employment at any time without notice or cause. I understand that my employment is for no definite period of time, and if terminated, Gallery is liable on for wages or salary earned as of the date of termination.
3. I have read and agree to the above. I hereby certify that the facts I have provided in this application are true and complete.

Signature: _____ Date: _____



REFERENCES

List four (4) references who can attest to your work ethic and/ or job performance, skills and abilities. Unless you have worked for them as an employee, do not use friends or family members as references.

1. Name: _____

Organization/Company: _____

Phone Number: _____

Title: _____

Address: _____

E-mail (optional): _____

2. Name: _____

Organization/Company: _____

Phone Number: _____

Title: _____

Address: _____

E-mail (optional): _____

3. Name: _____

Organization/Company: _____

Phone Number: _____

Title: _____

Address: _____

E-mail (optional): _____

4. Name: _____

Organization/Company: _____

Phone Number: _____

Title: _____

Address: _____

E-mail (optional): _____