



## Pawnbroker Job Description

### Physical Requirements:

- Must be able to lift 50 pounds
- Continuous standing and walking required
- Frequent talking, hearing, reaching, bending, kneeling, crouching and climbing ladders

### General Duties and Responsibilities:

- Greet and interact with all customers to generate new and repeat business
- Perform opening/closing procedures
- Keep shop clean, stocked, and maintain display of merchandise
- Perform sales, buys, and loan transactions
- Effectively communicate to customers the legal aspects of pawn transactions
- Adhere to all Company policies, procedures, and regulations
- Consistently provide a friendly and kind attitude

### Minimum Qualifications:

- High school diploma or GED
- Minimum 21 years of age
- 1 year customer service experience required
- Proficient in verbal and written English language
- Ability to work well independently and as part of a team
- Ability to work a variety of hours, including mornings, evenings, and weekends
- Basic computer literacy required
- Outgoing and energetic personality
- Ability to multitask efficiently
- Ability to pass a criminal background check and drug test
- Knowledge of commonly pawned items, such as tools, jewelry, firearms or electronics, *a plus*
- Sales background, *a plus*
- Bilingual, *a plus*

Duties of a Pawnbroker are fluid and may change at any given time based on business needs.

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer" <b>Top Gun Pawn</b>	Position applying for <b>Pawnbroker</b>
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## PERSONAL DATA

Name (last, first, middle)		Date of Birth (MM/DD/YYYY)	
Street Address and/or Mailing Address		City	State
Home Telephone Number		Business Telephone Number	Cellular Telephone Number
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/>	Days <input type="checkbox"/>	Swing <input type="checkbox"/>	Status: Regular <input type="checkbox"/>
Part Time <input type="checkbox"/>	Evenings <input type="checkbox"/>	Graveyard <input type="checkbox"/>	Temporary <input type="checkbox"/>
Weekends <input type="checkbox"/>	Are you authorized to work in the U.S. on an unrestricted basis? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? (attached) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

## REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes  No  N/A

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

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Applicant Signature

\_\_\_\_\_  
Date