# JOB APPLICATION

## SHOP QUICK LUX

**910 W 10TH STREET, SUITE 09, INDIANAPOLIS, IN. 46202**
**317.426.2631**

**SHOP QUICK LUX** is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below:*

## Applicant Information

*Applicant Name:* _____

*Address:* _____

*City, State and Zip Code:* _____

*Telephone Number:* _____

*Email Address:* _____

*Date of Application:* _____

## Employment Position

*Position(s) applying for:*

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

## Personal Information

Have you ever applied to or worked for **SHOP QUICK LUX** before?          Yes          No

If yes, when?

_____

Do you have any friends, relatives, or acquaintances working for **SHOP QUICK LUX?**          Yes          No

If yes, state name & relationship:

_____

Are you 21 years of age or older?          Yes          No

Are you a U.S. citizen or approved to work in the United States?          Yes          No

What document can you provide as proof of citizenship or legal status?

_____

Have you ever been convicted of a criminal offense (felony or misdemeanor)?          Yes          No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

_____

_____

## Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

_____

_____

_____

_____

_____

*(Note: **SHOP QUICK LUX** complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional. )*

### Education and Training

**High School**

| Name | Location (City, State) | Year Graduated | Degree Earned |
|---|---|---|---|
|  |  |  |  |

**College/University**

| Name | Location (City, State) | Year Graduated | Degree Earned |
|---|---|---|---|
|  |  |  |  |

**Vocational School/Specialized Training**

| Name | Location (City, State) | Year Graduated | Degree Earned |
|---|---|---|---|
|  |  |  |  |

**Military:**

Are you a member of the Armed Services?  _____

What branch of the military did you enlist?  _____

What was your military rank when discharged?  _____

How many years did you serve in the military?  _____

What military skills do you possess that would be an asset for this position?

_____

_____

### *Previous Employment*

**Employer Name:**  _____

Job Title:  _____

Supervisor Name:  _____

Employer Address:  _____

City, State and Zip Code:  _____

Employer Telephone:  _____

Dates Employed:  _____

Reason for leaving:  _____

**Employer Name:**  _____

Job Title:  _____

Supervisor Name:  _____

Employer Address:  _____

City, State and Zip Code:  _____

Employer Telephone:  _____

Dates Employed:  _____

Reason for leaving:  _____

**Employer Name:**  _____

Job Title:  _____

Supervisor Name:  _____

Employer Address:  _____

City, State and Zip Code:  _____

Employer Telephone:  _____

Dates Employed:  _____

Reason for leaving:  _____

### *References*

Please provide 2 personal and professional reference(s) below:

| Reference | Contact Information |
|---|---|
|  |  |

|  |  |
|---|---|
|  |  |
|  |  |

***Additional Information:***

  Salary at previous employment

___

***AT-WILL EMPLOYMENT***

The relationship between you and SHOP QUICK LUX is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or SHOP QUICK LUX. No representative of SHOP QUICK LUX has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____     Dated: _____