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| **Application for Employment** |   **Sorbello’s Gift & Garden** **906 E. Genesee St.**  **Chittenango, NY 13037 315-510-3312**  |

POSITION(S) APPLIED FOR DATE OF APPLICATION \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

NAME

 LAST FIRST MIDDLE

ADDRESS

 STREET CITY STATE ZIP

TELEPHONE EMAIL ADDRESS

Date available for work \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

🗆 YES 🗆 NO If you are under 18, can you furnish a work permit?

🗆 YES 🗆 NO Do you have a valid driver’s license?

🗆 YES 🗆 NO Do you have a legal/functional vehicle?

🗆 YES 🗆 NO Employees at Sorbello’s Gift & Garden may be required to perform moderate to heavy lifting, pulling and pushing. Are you able to do moderate to heavy lifting, pulling and pushing?

🗆 YES 🗆 NO Are you currently taking, or do you use, any medication, drug or narcotic which causes drowsiness or otherwise affects your ability to perform the work described about? If yes, please explain:

**EMPLOYMENT HISTORY**

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Telephone( ) |
| Job Title | Address |
| Immediate Supervisor and Title | Summarize the nature of work performed and job responsibilities |
|  |  |
| Reason for Leaving |  |
|  | Hourly Rate/SalaryStart $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ Final $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_ May be contacted 🗆 YES 🗆 NO |
| From | To | Employer | Telephone( ) |
| Job Title | Address |
| Immediate Supervisor and Title | Summarize the nature of work performed and job responsibilities |
|  |  |
| Reason for Leaving |  |
|  | Hourly Rate/SalaryStart $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ Final $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_ May be contacted 🗆 YES 🗆 NO |
| From | To | Employer | Telephone( ) |
| Job Title | Address |
| Immediate Supervisor and Title | Summarize the nature of work performed and job responsibilities |
|  |  |
| Reason for Leaving |  |
|  | Hourly Rate/SalaryStart $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ Final $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_ May be contacted 🗆 YES 🗆 NO |

**SKILLS AND QUALIFICATION:**

Please list any skills that may qualify you for work with our Company:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME AND LOCATION** | **YEARS COMPLETED** | **DID YOU GRADUATE?** | **TYPE OF DEGREE** | **COURSE OF STUDY** |
| HIGH SCHOOL |  | 🗆 YES 🗆 NO | 🗆Diploma 🗆GED 🗆Other  |  |
| COLLEGE |  | 🗆 YES 🗆 NO | 🗆Associates 🗆Bachelors 🗆Masters 🗆Other  |  |
| OTHER |  |  |  |  |

**PERSONAL REFERENCES:** Please list the names of three (3) people, to whom you are not related, that we may contact for references

|  |  |  |
| --- | --- | --- |
| **NAME** | **TELEPHONE** | **YEARS KNOWN** |
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |

**REFERRED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a felony in the past 7 years? 🗆 YES 🗆 NO If yes, indicate nature of offense:

If you are currently on parole or probation please list your contact’s name Phone

(Conviction will not necessarily disqualify applicant from employment)

**CONDITIONS FOR EMPLOYMENT**

Please read the following statements carefully as they constitute conditions for employment with Sorbello’s Gift & Garden:

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application or during the interview process may result in the refusal of employment, or if employed, immediate termination.
3. The person, schools, current and prior employers (if approved by me in the Employment History section), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide Sorbello’s Gift & Garden with information that may be requested by Sorbello’s Gift & Garden to assist with an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally and further waive and release Sorbello’s Gift & Garden from any liability arising from reliance on the aforementioned to the use, publication or retention of such information within the context of its applicant review procedures.

I understand that upon commencing employment with Sorbello’s Gift & Garden an employee may voluntarily leave employment or may be terminated at any time for any reason or for no reason.

Signature of Applicant Date

Applicants will not be discriminated against on the basis of Race, Creed, Color, Sex (including pregnancy), Age, National Origin, Marital Status, Sexual Orientation, Veteran Status, Disability, and Genetic Information as defined under the Genetic Information Nondiscrimination Act or any other characteristic protected by state or federal law.