



EMPLOYMENT APPLICATION

Please print with black or blue ink. Please answer all questions. Incomplete applications may not be considered.

<u>Applicant Information</u>	
First Name: _____	Last Name: _____
Address: _____	City, State, Zip: _____
Mobile #: _____	Alternative #: _____
Date Available: _____	Email: _____
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, are you authorized to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If felony or misdemeanor conviction, please explain: _____	

<u>Education Information</u>						
	School Name	City & State	Did you graduate?			Diploma
			Yes	No	Student	
High School						
College/Trade						
College/Trade						

Employment History – Please start with most recent/current employer. Include military service.)

Company Name	City	State	Start Date (MM/YY)	End Date (MM/YY)	Reason for Leaving
			/	/	
			/	/	
			/	/	
			/	/	

Availability – Please outline the hours you are available.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

Skills – On a scale of 1(none) to 10 (expert) please rate yourself:

Communication		Spanish		Math		Sales		Grammar	
General Computer		Outlook		Excel		Word		Typing	
Accept Rejection		Multi-Task		Adaptability		Read People		Energy Level	

References – Please provide four (4) references.

	Name (First & Last)	Relationship	Phone Number
1.			
2.			
3.			
4.			

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of Holman Jewelers, understand rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature: _____ Date: _____