Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

PLEASE PRINT   Today's Date_____

Position(s) Applied For_____

Referral Source (circle one): ☐ Advertisement   ☐ Friend   ☐ Relative

                              ☐ Employment Agency   ☐ Other_____

Name_____

Address_____
          Number   Street   City   State   Zip

Telephone _____   Email Address_____

List any friends or relatives currently employed here_____

Have you filed an application here previously?   ☐ Yes ☐ No If yes, give date_____

Have you been employed here previously?   ☐ Yes ☐ No If yes, give date_____

Are you currently employed? ☐ Yes ☐ No   May we contact your current employer? ☐Yes ☐No

If you are under 18 years of age, can you furnish a work permit? ☐ Yes ☐ No

Are you eligible to work in the United States? ☐ Yes ☐ No (*Proof of identity and eligibility will be required upon employment*)

On what date would you be available to work?_____

Number of hours wanted weekly _____

Please list times when you are UNAVAILABLE to work. (*Store Hours: 8:00 am – 8:00 pm*)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Do you have any upcoming vacations or days that you will be unavailable to work? ☐ Yes ☐ No

If Yes, please list dates & explain_____

_____

Can you travel if a job requires it?   ☐ Yes ☐ No

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Employment Experience

Start with your current or last job. Include military service assignments and volunteer activities. All information should be completed and reasons for any time lapse should be noted.

1	Employer	Dates Employed		Work Performed
		From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

2	Employer	Dates Employed		Work Performed
		From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

3	Employer	Dates Employed		Work Performed
		From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

4	Employer	Dates Employed		Work Performed
		From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

5	Employer	Dates Employed		Work Performed
		From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

For additional space, please use back.

Special Skills

Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

_____

_____

_____

_____

Are you comfortable using computers and other related technology?   ☐ Yes ☐ No

How often do you use computers and other related technology?
    ☐ Daily   ☐ Weekly   ☐ Monthly   ☐ Yearly   ☐ Seldom   ☐ Never

Are you comfortable using Microsoft operating system?   ☐ Yes ☐ No

How often do you use Microsoft operating system?
    ☐ Daily   ☐ Weekly   ☐ Monthly   ☐ Yearly   ☐ Seldom   ☐ Never

Veteran of the U.S. Military?   ☐ Yes ☐ No   If yes, list branch_____

.
List professional, trade, business, or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex, or national origin).

_____

_____

_____

_____

References

Give name, address, and telephone number of three references who are not related to you.

_____

_____

_____

_____

Education

	High School	College/ University	Graduate/ Professional
School Name & Location			
Years completed (circle)	9 10 11 12	1 2 3 4 5	1 2 3 4
Diploma and/or Degree			
Course of Study			

Honors Received:

Write any additional information you feel may be helpful in considering your application:

_____

_____

Applicant's Statement

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Bolthouse Merchandising Corporation.

_____   _____
Signature   Date

For Human Resources Department Use Only
Arrange Interview   ☐ Yes ☐ No   Interviewed by _____
Employed? ☐ Yes ☐ No   Date Employment Began _____
If yes, Job Title _____   Compensation $_____per _____