



## EMPLOYMENT APPLICATION

*Twain Harte Market is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin, and other categories protected by law are not factors in employment, promotion, compensation, or working conditions.*

**Please Print**

**Date:** \_\_\_\_\_

### Application Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Message #: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Have you ever applied to, or worked for Twain Harte Market? If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Twain Harte Market?  yes  no

If yes, state name and relationship: \_\_\_\_\_

What is the position you are applying for: \_\_\_\_\_

State briefly why you would like to work for Twain Harte Market:

\_\_\_\_\_

Are you at least eighteen years of age? Yes  No

If hired, would you have a reliable means of transportation to and from work?  yes  no

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?  yes  no

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  yes  no

If no, what type of accommodation would enable you to perform the job? \_\_\_\_\_

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

*(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)* If yes, explain nature of crime, when and where convicted, and disposition of the case.

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

**General Information About Employment**

Position you are applying for? \_\_\_\_\_ Full-time or part-time? \_\_\_\_\_  
 If part-time, hours per week desired: \_\_\_\_\_ Are you available for work on weekends? \_\_\_\_\_  
 Are you available to work holidays? \_\_\_\_\_ Days of week you are available to work: \_\_\_\_\_  
 Hours you are available to work: \_\_\_\_\_ Are you available to be on-call? \_\_\_\_\_  
 Are you available to work evenings and nights? \_\_\_\_\_ Are you available to work overtime? \_\_\_\_\_  
 If hired, on what date could you start work? \_\_\_\_\_  
 Are you able to travel on company business? \_\_\_\_\_ % time willing to travel: \_\_\_\_\_  
 Hourly rate of pay or monthly salary desired: \_\_\_\_\_

**Education and training (Including on-the-job training):**

	School & Location	Did you Graduate?	No. of Years Completed	Diploma Degree GED
<b>High School</b>		<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Community College</b>		<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Trade School</b>		<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>College or University</b>		<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Seminars/Other</b>				

**Special Skills**

Do you have any computer skills? \_\_\_\_\_ If so, what software or hardware programs are you proficient in?  
 \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Twain Harte Market? \_\_\_\_\_ If so, explain in detail below:  
 \_\_\_\_\_  
 \_\_\_\_\_

Licenses (list States): \_\_\_\_\_

Use the space below to summarize other relevant experience, skills, and background:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment History:**

**List all previous employers starting with your present or most recent position (last 10 years is sufficient) below. Please attach a lined sheet of paper if additional space is needed. You must complete this section even if attaching a resume.**

Name of Company: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Position and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? [ ] yes [ ] no

Name of Company: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Position and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? [ ] yes [ ] no

Name of Company: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Position and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? [ ] yes [ ] no

**Please note you may be asked to provide personal references.**

**Please Read Carefully, Initial Each Paragraph and Sign Below**

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\_\_\_\_\_  
Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any untruthfulness, omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials I hereby authorize Twain Harte Market to thoroughly investigate my references, work record, education, professional credentials, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Twain Harte Market any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Twain Harte Market, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Twain Harte Market. In addition, I understand and agree that if I am employed, my employment is "at-will" – that is, it is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Twain Harte Market and that no promises or representations contrary to the foregoing are binding on Twain Harte Market unless made in writing and signed by me and Twain Harte Market's designated representative.

\_\_\_\_\_  
Initials I understand an offer of employment may be made contingent on passing a job-related physical examination. I agree to submit to a controlled substances screening and physical examination by Twain Harte Market's designated medical practitioner and at Twain Harte Market's expense upon receiving a conditional offer of employment from Twain Harte Market.

\_\_\_\_\_  
Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Twain Harte Market, I am entitled to copies of any such public records obtained by Twain Harte Market unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

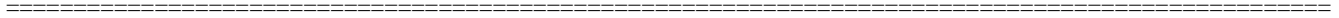
I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Twain Harte Market Employment Application

Do Not Write Below This Line



Interviewed by: \_\_\_\_\_

For Dept: \_\_\_\_\_

Reporting Date: \_\_\_\_\_

Salary: \_\_\_\_\_

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_