

Date

Store Location

Personal Information

Name

Home Address

City

State

Zip

Phone

Secondary Phone

Email Address

Are You 18 Years or Older?

If No, Please State Your Birthdate

Position You Are Applying For

Salary Desired

Date You Will Be Available To Start

Full-Time

Part-Time

Please specify days/hours available:

Why Would You Like to Work at Rockbrook Camera?

Education and Training

High School

Graduated Yes

No

or Years Completed

College

Degree/Area of Study

Graduated: Yes

No

or Years Completed

Graduate School

Degree/Area of Study

Graduated: Yes

No

or Years Completed

Other

Degree/Area of Study

Graduated: Yes

No

or Years Completed

Computer and Office Experience

Please indicate computer programs you have experience with and your proficiency

| | | |
|-----------------|----------|--------------|
| Microsoft Excel | Advanced | Intermediate |
| Microsoft Word | Advanced | Intermediate |

List any additional programs you are familiar or experienced with:

| | |
|---------|-------------|
| Program | Proficiency |
|---------|-------------|

| | |
|---------|-------------|
| Program | Proficiency |
|---------|-------------|

| | |
|---------|-------------|
| Program | Proficiency |
|---------|-------------|

Experience With These Web Based Applications:

| | | |
|----------|-----|----|
| Bill.com | Yes | No |
|----------|-----|----|

| | | |
|-------------------|-----|----|
| Quickbooks Online | Yes | No |
|-------------------|-----|----|

Please indicate the general office functions you have performed in past employment:

| | | |
|-----------|----------------------------|------------|
| Invoicing | Filing / Maintaining Files | Accounting |
|-----------|----------------------------|------------|

| | | |
|--------------|---------------------|------------|
| Receptionist | General Secretarial | Management |
|--------------|---------------------|------------|

Personal References

Please do not include relatives or former employers.
List individuals familiar with your qualifications and character to share information about you.

Name _____
Current Address _____
Occupation _____ Phone Number _____

Name _____
Current Address _____
Occupation _____ Phone Number _____

Name _____
Current Address _____
Occupation _____ Phone Number _____

I certify that the information provided by me on this application, and any accompanying resume, notes, and the like, is true, accurate, and complete. I also understand and agree that any false information, misrepresentations, or omissions made by me, whether written or oral, in connection with the application process, may disqualify me for consideration for hiring, or if not discovered until after hiring, may result in my dismissal. Further, I understand and agree that my employment is at-will, and for no definite period, and that my employment may be terminated for any reason, or no reason, at any time, without notice, regardless of the date of payment of my wages and salary.
I agree, if employed, to give two weeks' notice of my intention to discontinue employment.

I authorize the company to investigate all information provided and to contact any individual or entity listed,

Applicant's Signature _____ Date _____

Email Completed form to tonyfortina@rockbrookcamera.com
or mail to Tony Fortina | 2909 S. 169th St. Plz. Ste 100 | Omaha, NE 68130

Office Use Only

Interviewed by: _____ Date: _____ Hired: YES / NO Full-Time Part-Time
Salary: _____ Approved By: _____ Starting Date: _____