

# Application for Employment

## Mr Knickerbocker, Inc

Please print legibly

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Time ( 31 - 40 Hours) \_\_\_\_ Part Time (18 - 30 Hours) \_\_\_\_ Either \_\_\_\_

Date Available to work \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

(Name you like to be called) \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

If you are a student and go home for breaks and summer give us your home or parents address

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Emergency Name and Phone Number

\_\_\_\_\_

Are you a student? Yes/ No Where? \_\_\_\_\_

Will you be here for the summer? \_\_\_\_\_

Mode of transportation to work (Drive own car, Cat Bus, walk, etc)

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Are you available to :

Work every Friday evening during football season? Yes/ No

Work all day on Saturday during football season? Yes/ No

If you have any consistent obligations that might interfere with weekend scheduling please explain:

(Clubs, groups, other job commitment, family commitment, etc.)

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Have you ever been convicted of a felony in the past 7 years? Yes/No

If so please explain why:

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Are you a legal citizen of the United States and can be verified in E-Verify? Yes/ No

Are you receptive to random drug screening? Yes/No

**Occasionally in the store and often warehouse employees are required to lift heavy boxes**

Are you able to lift 30 lb boxes regularly? Yes/No

Are you able to lift 50 lb boxes intermittently? Yes/No

Are you comfortable working at heights of 6 feet? Yes/No

Occasionally we give our employees staff T-shirts. What size T-shirt would you want?

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**Employment History / References:** Start with your most recent

Employer / Reference \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_ Rate of pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_ Rate of pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_ Rate of pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_ Rate of pay Start \_\_\_\_\_ Finish \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Reference Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Relationship to this person \_\_\_\_\_

**Reference Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Relationship to this person \_\_\_\_\_

# **AVAILABILITY**

## **Part 1**

**List in-class hours, lab times, and other weekly scheduled activities when you would not be available each week**

Monday - \_\_\_\_\_

Tuesday - \_\_\_\_\_

Wednesday - \_\_\_\_\_

Thursday - \_\_\_\_\_

Friday - \_\_\_\_\_

Saturday - \_\_\_\_\_

Sunday - Store is always closed

## **Part 2**

**List exact hours you are available from 9:00 AM - 9:00 PM ( allow for time to eat and get to work after classes)**

Monday - \_\_\_\_\_

Tuesday - \_\_\_\_\_

Wednesday - \_\_\_\_\_

Thursday - \_\_\_\_\_

Friday - \_\_\_\_\_

Saturday - \_\_\_\_\_

Sunday - Store is always closed

## **Holiday Schedule**

**Christmas / New Year's - List all days you will be unavliable for winter break if you are a student**

\_\_\_\_\_

**All potential employees - List any other vacations, time already planned, school events or school breaks**

\_\_\_\_\_

\_\_\_\_\_

## **Skills and Qualifications**

Summarize special skills and qualifications acquired from employment, other experiences, or special training that would be useful with this company

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## **Educational Background**

Name of High School w/ City and State \_\_\_\_\_ Graduate \_\_\_\_ Year

\_\_\_\_\_

College or Other \_\_\_\_\_ Major \_\_\_\_\_ Graduate \_\_\_\_ Year

\_\_\_\_\_

Other \_\_\_\_\_ Graduate \_\_\_\_ Year

\_\_\_\_\_

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of application and / or separation from the employer's services, if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references, and to secure additional information about me, if job related. I hereby release from liability the Employer and it's representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

**Signature of Applicant** \_\_\_\_\_ **Date**

\_\_\_/\_\_\_/\_\_\_

## **For Office Use Only - Do not Fill Out**

Date hired \_\_\_\_/\_\_\_\_/\_\_\_\_ Rate of pay \_\_\_\_\_ per hour \_\_\_\_\_  
Location: Greenville \_\_\_\_ 384 College \_\_\_\_ Uptown \_\_\_\_ Hartwell Village \_\_\_\_  
Hiring Manager \_\_\_\_\_

College / Temporary Address Yes/No

Address to mail tax statement for the next year if different from the above

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

POS info for this employee: ID full name - no space, Code

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

All paperwork copied and filed in store and extra copy has been turned into finance director

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Paperwork has to be verified before employed - can be called in to Finance Director to get verified before sending paperwork**

W-4 \_\_\_\_ I-9 \_\_\_\_ Copy of Driver's License \_\_\_\_\_ Copy of Social Security Card \_\_\_\_\_

Copy of page in handbook with signature ( Handbook can and should be kept by employee)

Copy of this page \_\_\_\_\_

Keys issued? \_\_\_\_\_ Which stores, buildings, etc \_\_\_\_\_ Work  
attire issued? \_\_\_\_\_

## **EMPLOYEE RESIGNATION FORM COPY**

NAME OF EMPLOYEE: \_\_\_\_\_

STORE EMPLOYEE WORKED AT \_\_\_\_\_

**OFFICE USE ONLY - DO NOT FILL OUT**

DATE OF COMPLETING FORM: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYEE'S SOCIAL SECURITY NUMBER OR EMPLOYEE NUMBER \_\_\_\_\_

Please accept my voluntary resignation effective: \_\_\_\_\_ (Date). I would like for my last day of work for the Company to be: \_\_\_\_\_ (Date). I understand that the Company does not have to allow me to work until my requested last day and can accept my resignation immediately or at any time hereafter if the Company so chooses.

Reasons for Resignation:

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

I understand that I am responsible for returning all Company property on or before my last day of work. The Company property that I presently have in my possession is:

\_\_\_\_\_

I ask that my final paycheck (due on the next regular payday after my last day of work) and any other post-termination notices, such as my end of the year tax forms, be mailed to me at the following address:

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**OFFICE ONLY**

Last Date \_\_\_\_\_

Which Store Employee Worked At \_\_\_\_\_

All keys and company shirts were turned in if applicable. YES \_\_\_\_\_ NO \_\_\_\_\_

Name has been locked out of Lightspeed? YES \_\_\_\_\_ NO \_\_\_\_\_

\*( Lightspeed- Settings- Employees- Find Name and Click on lock to lock them out so they can't get on Lightspeed any longer)