

Van Dyke & Bacon Shoes



Application for Employment

Employment Application

Date of Application:

Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Work phone number

Cellular number

E-mail address

Social security number

Driver's license number/state/expiration

Employment Desired

Hours desired:

Full Time () Part Time ()

Please indicate the hours you are available to work both day and evening:
(ie 10 am - 6 pm or 6 pm - 8 pm)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date available to start

How did you hear about this position?

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Notes: _____

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? _____

1. Employer (current)		Supervisor(s)		Phone number		Essential job functions of final position	
Address, City, State, Zip						1.	
Job position(s)		Start Date	Starting Salary	End Date	Ending Salary	2.	
Reason(s) for leaving						3.	
What value did you add to this company or its customers?							

2. Employer		Supervisor(s)		Phone number		Essential job functions of final position	
Address, City, State, Zip						1.	
Job position(s)		Start Date	Starting Salary	End Date	Ending Salary	2.	
Reason(s) for leaving						3.	
What value did you add to this company or its customers?							

3. Employer		Supervisor(s)		Phone number		Essential job functions of final position	
Address, City, State, Zip						1.	
Job position(s)		Start Date	Starting Salary	End Date	Ending Salary	2.	
Reason(s) for leaving						3.	
What value did you add to this company or its customers?							

Additional work experience: _____

Additional Employment Information

Have you ever been dismissed or forced to resign from any employment? Yes () No ()

If yes, please explain:

Have you ever been convicted of a felony crime or theft-related misdemeanor within the last 5 years?

If yes, please explain:

Why are you interested in working for our company?

What strengths would you bring to our company?

Describe what you believe are the most unique features of your work history:

If employment is offered, can you submit verification of your legal right to work in the US? Yes () No ()

What didn't you like about your previous jobs?

If hired, are there any accommodations the company would need to provide so that you can perform all the essential functions and duties of the position being applied for?

If yes, please explain: _____

If hired, do you have a reliable means of transportation to and from work? _____

If hired, would you be able to travel or work overtime as needed? _____

References (not related to you)

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Applicant's Statement

If I am employed, I agree to abide by the rules and regulations of Van Dyke and Bacon hereafter referred to as "The Company".

I understand that my employment is AT-WILL. This means that I do not have a contract of employment for any particular duration or limiting the grounds for my termination in any way. I am free to resign at any time similarly. The Company is free to terminate my employment at any time for any reason.

All of the information I provided herein is 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.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

