

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please complete all fields. Incomplete information could disqualify you from further consideration.

### PERSONAL INFORMATION

Name:	Date:
Address:	
Home Phone #:	Mobile Phone #:
Are you eligible to work in the	U.S?YesNo
Are you at least 18 years orYesNo	older? (If no, you may be required to provide authorization to work.)
	SNo / Comments:
Can you work overtime, includi	ing weekends?YesNo
Are you able to perform the es reasonable accommodation? _	sential functions of the job for which you are applying, with or without aYesNo
EMPLOYMENT DESIRE	
Date you can start:	Hourly Rate/Salary desired:
Position desired:	

### REFERRAL SOURCE

How did you hear about us	? Walk In	Advertis	sementF	Referral	Other
If referral, who may	we thank?				<u>.                                    </u>
Do you know anyone who v	works for our cor	mpany?Yes	No		
If yes, who?					
EDUCATION					
		No. of yrs. Attended	Degree Received	•	Major
High School					
College or University					
Trade, Business or Correspondence School					

# **EMPLOYMENT HISTORY**

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration*.

Employer Name	From (date)	To (date)	Job Title
Employer Address			
Immediate Supervisor, Title			
Reason for Leaving			
Summary of position held			

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Employer Address			
Immediate Supervisor, Title			
Reason for Leaving			
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Employer Name	From (date)	To (date)	Job Title
Employer Address			
Immediate Supervisor, Title			
Reason for Leaving			
Summary of position held			
Do you have any special skills, experience the position applied for? If yes, explain.	e and/or training		
REFERENCES			
Give the names of three persons not rela that would be willing to provide a referer		n you have kno	wn at least three (3) yea
	.1		

Name	Phone, Email	Company	Years Acquainted

#### PLEASE READ CAREFULLY BEFORE SIGNING.

The Office Boutique, LLC is an equal opportunity employer. The Office Boutique, LLC does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Office Boutique, LLC to hire me. If I am hired, I understand that either The Office Boutique, LLC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of The Office Boutique, LLC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to The Office Boutique, LLC true and complete information on this application. No requested information has been concealed. I authorize The Office Boutique, LLC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date	Signature
THIS APPLICATION IS	VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

The Office Boutique, LLC – Application for Employment (revised August 2020)