



## **White Rabbit Kids is looking for Store Clerks!**

### **About White Rabbit Kids:**

Our mission is to empower kids; mind, body, and spirit and encourage caregivers to cultivate a lifestyle of mindful growth.

White Rabbit Kids is a mother-owned, indi toy store and activity hub located in Historic Downtown Willoughby. White Rabbit Kids encourages its employees to express themselves via their individual style (tastefully- it's a kid's store) and to be mindful of themselves and others. White Rabbit Kids doesn't discriminate against others based on race, color, national origin, disability, age, sex, and in some cases religion or political beliefs.

Please submit your application to [lauren@whiterabbitkids.com](mailto:lauren@whiterabbitkids.com) and sign up for an in-person interview via the link in the email.

### **About You:**

A high-quality Store Clerk should be able to perform various duties and responsibilities. They should ensure that customers have a satisfactory shopping(and playing!) experience. Store Clerks should do this by attending to customers' needs and answering any questions they might have regarding the store's products and events.

Our store clerks are responsible for:

- Playing with toys
- Greeting and interacting with customers
- Process customer payments at the retail counter
- Communicate information about product availability
- Maintain the look of the store with light cleaning and restocking of merchandise
- Opening and closing the store
- Prepare online orders for pick-up or shipping
- Help with preparation for displays and trade shows

### **Requirements:**

- Prior experience in retail is a plus
- Prior experience with children in a childcare or educational setting is a plus
- Basic math and tech skills
- Physical ability to use steps, bend down, reach, twist, and lift up to 30 lbs

### **General Information:**

- Store hours will change seasonally but the latest the store may stay open is 8 pm.
- Not required to work holidays
- Dedicated parking available
- Minimum pay is \$11.00/hour



## Application for Employment

### Personal Information

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

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

PhoneNumber: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever applied to / worked for [Our Company] before? ☐ Y or ☐ N

If yes, please explain (include date): \_\_\_\_\_

If hired, would you have transportation to/from work? ☐ Y or ☐ N

Are you over the age of 18? ☐ Y or ☐ N

If you are under the age of 18, do you have an employment/age certificate? ☐ Y or ☐ N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? ☐ Y or ☐ N

Have you been convicted of or pleaded no contest to a felony within the last five years? ☐ Y or ☐ N

If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case: \_\_\_\_\_

### Position and Availability

Position Applying For: \_\_\_\_\_

Desired Wage: \$\_\_\_\_\_/Hour

### Are you applying for:

- Temporary work - such as summer or holiday work? ☐ Y or ☐ N
- Regular part-time work? ☐ Y or ☐ N

If applying for temporary work, indicate your desired length of employment below:

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Days/Hours Available

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? ☐ Y or ☐ N

If no, describe the functions that cannot be performed:

\_\_\_\_\_



## Education, Training and Experience

### High School

School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 School City, State, Zip: \_\_\_\_\_  
 Number of years completed: \_\_\_\_\_  
 Did you graduate? [ ] Y or [ ] N  
 Degree / Diploma earned: \_\_\_\_\_

### College / University

School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 School City, State, Zip: \_\_\_\_\_  
 Number of years completed: \_\_\_\_\_  
 Did you graduate? [ ] Y or [ ] N  
 Degree / Diploma Earned: \_\_\_\_\_

### Vocational School

School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 School City, State, Zip: \_\_\_\_\_  
 Number of years completed: \_\_\_\_\_  
 Did you graduate? [ ] Y or [ ] N  
 Degree / Diploma earned: \_\_\_\_\_

### Military

Branch: \_\_\_\_\_  
 Rank in Military: \_\_\_\_\_  
 Total Years of Service: \_\_\_\_\_  
 Skills/Duties: \_\_\_\_\_  
 Related Details: \_\_\_\_\_

Please describe any special skills and qualifications:

---



---

### Employment History

Are you currently employed? [ ] Y or [ ] N  
 If you are currently employed, may we contact your current employer? [ ] Y or [ ] N  
 Name of Employer: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_



(employment history continued)

City, State: \_\_\_\_\_  
 Length of Employment (Include Dates): \_\_\_\_\_  
 Position & Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Name of Employer: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Length of Employment (Include Dates): \_\_\_\_\_  
 Salary/Hourly Rate of Pay: \_\_\_\_\_  
 Position & Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact this employer for references? ☐ Y or ☐ N

### References

List below two persons who have knowledge of your work performance within the last four years.  
 Please include professional or education references only.

First and Last Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, state, zip: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Number of Years Acquainted: \_\_\_\_\_

First and Last Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, state, zip: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Number of Years Acquainted: \_\_\_\_\_

### Certification

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_