

LR Jewelers
Application for Employment

Personal Information:

Name _____ Social Security Number _____
Present Address _____
Permanent Address _____
Phone Number (____) ____ - _____ Are You 18 Years or Older? ____ Yes ____ No
Are you ether a U.S. citizen or an alien authorized to work in the United States? ____ Yes ____ No

Employment Desired:

Position _____ Date you can start _____ Salary Desired _____
Are you employed now? _____ If so, may we contact your employer? _____
Have you ever applied to this company before? _____ If so, when? _____
How did you hear about this position? _____ Referred by _____

<u>Education:</u>	Name and Location of School	# of years attended	Did you graduate?	Subjects studied
High School				
College				
Trade or Business				

General:

Subjects of special study of research work _____
Special skills _____
Activities (Civic, Athletic, Etc.) _____
U.S. Military or Naval Service _____ Rank _____

<u>Hours Available:</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Former Employers: List below your last three employers, starting with the most recent one first

From – To Date, month, year	Name and Address of Employer	Salary	Position and Duties	Reason for Leaving

Which of these jobs did you like the best? _____

What did you like most about this job? _____

Do you have any product knowledge about jewelry? (birthstones, diamonds, etc.) _____

Why would you like to work at LR Jewelers? _____

References: Give the names of three people not related to you whom you have known at least one year

Name	Address	Business	Years Acquainted

In case of an emergency notify (Name, Address, Relation, Phone Number) _____

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability of any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Date _____ Signature _____

1. Why are you applying to work here?

2. What attracted you to this company?

3. What is your greatest accomplishment?

4. What can you do for us that other candidates can't?

5. Who was your best boss and why?

6. When were you most satisfied with your job?

7. What did you like least about your last job?

8. What do you see as your greatest strength?

9. What are your strengths and weaknesses when interacting with customers?

10. What makes you suitable for this retail job?

11. Why are you leaving your present job?

12. What do you enjoy about working in retail?

13. What qualities do you consider most important in this retail job?

14. What interests you about selling to customers?