



EMPLOYMENT APPLICATION

Please return this application to City&State at 2625 Broad Ave. Memphis, TN 38111

Full Name	Preferred Name
Street Address	Home Phone
City, State, Zip	Cell Phone
Email Address	Zodiac
Emergency Contact: Relationship, Name, Number	
How did you find out about this job opportunity?	

Work History

1

Employer (start with most recent)	Dates
Address	Telephone
Job Title	Supervisor
Responsibilities	Starting Wage
	Ending Wage
What was your favorite thing about this job	
What was your least favorite thing about this job	
Reason for leaving	

2

Employer	Dates
Address	Telephone
Job Title	Supervisor
Responsibilities	Starting Wage
	Ending Wage
What was your favorite thing about this job	
What was your least favorite thing about this job	
Reason for leaving	

3

Employer	Dates
Address	Telephone
Job Title	Supervisor
Responsibilities	Starting Wage
	Ending Wage
What was your favorite thing about this job	
What was your least favorite thing about this job	
Reason for leaving	

References

Please provide the names of two people, not related to you, that you have known for more than two years.

Name	City, State	Telephone	Relationship	Years Acquainted



Last Name

2

Education

School	City, State	Dates Attended	Degree/Major	Completed?
High School				
College				
Other				

The good stuff

Why do you think you might want to work with us?

Do you have any previous retail experience?

Describe any special skills or training that you think might be useful at City & State.

Tell us about one of your favorite possessions/goods/products/brands.

Describe what you like/love about it.

Can you think of any foods or drinks that you've grown to like?

If so, how did you grow to appreciate them?

What kind of stuff are you into? If you had a bunch of free time, what would you do with it?

City & State will not discriminate against any employee or applicant because of age, religion, sex, race, color, national origin, disability, non-job related handicap, or because they are a disabled veteran.



Last Name

3

Availability

If hired, when could you start?	Are you a U.S. citizen?	Yes	No
About how many hours a week are you looking to work?	If not, are you eligible to work in the U.S.?	Yes	No
	Have you ever been convicted of a felony?	Yes	No

City & State is open from early in the morning to early evening, six days a week. We try to be as flexible as possible when scheduling hours... We know that your job is not your whole life, but we do need to know how your availability would fit with the rest of our staff, so please answer honestly:

I have a dependable way to get to work on time	Yes	No	I can usually work weekends	Yes	No
I can work early in the morning and not be a grump-head	Yes	No	I can work during most holidays	Yes	No
I can work late in the evening (and not be a grump-head)	Yes	No			

What would your ideal schedule look like?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
-	-	-	-	-	-	-

When can you definitely NOT work?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
-	-	-	-	-	-	-

Do you have any special schedule considerations that we should know about?

Do you anticipate that your available hours might change in the next 3-6 months (new school semester, traveling, etc.)?

If so, how?

The legal stuff

1. According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

2. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by City & State.

3. I authorize this company to thoroughly investigate all statements contained in my application, or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to this company without giving me any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

4. I understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.

5. I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this companies' work rules, policies and procedures and they retain the right to revise policies or procedures, in whole or part, at any time.

Signature	Date
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