



**MOUNTZ**  
JEWELERS



Today's Date: \_\_\_\_\_

Referred By: \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

Location(s): \_\_\_\_\_ Carlisle \_\_\_\_\_ Camp Hill \_\_\_\_\_ Harrisburg

### PERSONAL INFORMATION

Full Name (Please Print): \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Pager/Other: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you legally authorized to work in the United States? ☐ Yes ☐ No  
Documented proof of identity and eligibility for employment in the U.S. is required.

Have you ever been convicted or pleaded no contest to a criminal offense (felony or misdemeanor)? ☐ Yes ☐ No  
If yes, please \_\_\_\_\_

A conviction does not automatically cause rejection of your application.

Do you have friends or relatives employed by Mountz? ☐ Yes ☐ No \_\_\_\_\_

Have you ever worked for this company? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

### EMPLOYMENT DESIRED

Position(s) desired: \_\_\_\_\_ Type of employment desired: ☐ Full-Time ☐ Part-Time

Briefly explain why you desire to be employed by Mountz and why you are qualified for the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND TRAINING (if additional space is required, please attach a separate sheet)

Name of School	Address/Location	Degree/Certificate Obtained
High School	_____	_____
College	_____	_____
Technical / Other	_____	_____
Job Related Skills	_____	_____

## EMPLOYMENT HISTORY

List current and former employers, starting with the most recent. Include part-time jobs, summer jobs and self-employment. If you have more than 3 previous employers within the last 10 years, please attach a separate sheet of paper listing each employer.

**Dates of Employment:** From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer for a reference? ☐ Yes ☐ No

**Dates of Employment:** From/\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer for a reference? ☐ Yes ☐ No

**Dates of Employment:** From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer for a reference? ☐ Yes ☐ No

## REFERENCES

List three business references other than previous supervisors and relatives.

Name	Company/Relationship	Telephone number
1 _____	_____	(_____) _____
2 _____	_____	(_____) _____
3 _____	_____	(_____) _____

## READ CAREFULLY

### APPLICANT'S CERTIFICATION AND AGREEMENT

I authorize my references to provide Mountz Jewelers with any applicable information concerning my work ethics and pertinent personal information. By signing below, I certify that all statements made by me on this application are true and complete to the best of my knowledge and that any misrepresentations or omissions may be cause for rejection of this application or subsequent dismissal, if hired. I hereby release Mountz Jewelers from any and all liability of whatever kind and nature which, at any time, could result from obtaining and making an employment decision based on such information. I understand and agree that I am employed on an "at-will" basis and that my employment may be terminated, at any time by me or Mountz Jewelers, with or without prior notice. I hereby acknowledge that I have read and understand each of the above statements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_