

Employment Application

Mann's Jewelers is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

GENERAL INFORMATION

Position Applying For _____ Date _____

Last Name _____ First Name _____ M.I. _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ S.S. No. _____

Are you legally eligible to work in the United States?
(Proof of eligibility will be required upon offer of employment) YES _____ NO _____

Are you over the age of 18 years old?
(If no, you may be required to provide authorization) YES _____ NO _____

Can you with or without reasonable accomodation perform the essential functions of this job?
(If you have any questions about the functions of this job, please ask the interviewer before answering this question) YES _____ NO _____

Have you ever applied to Mann's Jewelers before?
(If yes, please give date) YES _____ NO _____
date _____

Have you ever worked for Mann's Jewelers before?
(If yes, please give date) YES _____ NO _____
date _____

Have you ever been convicted of a felony?
(A conviction will not necessarily disqualify you) YES _____ NO _____
If yes, please explain: _____

Do you have a valid driver's license?
(For driving positions only) YES _____ NO _____

Have you been convicted of a moving violation in the past 5 years?
If yes, please explain: _____

Is anyone related to you employed by Mann's Jewelers? YES_____ NO_____

If yes, please give their name and their relationship to you:

What salary or hourly rate of pay do you expect to receive if employed? \$_____ Per_____

Have you ever been fired or asked to resign from a job? YES_____ NO_____

If yes, please explain:_____

On what date would you be available to work?_____

DAYS AND HOURS AVAILABLE

(If employed, I will notify my supervisor, in writing, should my availability change)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAYS							
NIGHTS							

EDUCATION

(Please complete only highest level of education)

	Name & Location of School	Course of Study or Major	No. of years completed	Degree Received
Elementary				
High School				
College				
Graduate				
Vocational				

SPECIAL SKILLS / TRAINING

Please list any academic honors, scholarships, offices held, etc. :
(Do not list any which reflect your race, color, religion, gender, national origin, age disabilities or veteran skills)

Describe any specialized training, apprenticeships, licenses or skills:

Have you ever received any job-related training in the United States Military? YES_____ NO_____

Please give dates and explanation:

Please provide any other information that you feel will help us in considering your application for employment:

REFERENCES

Please list 3 persons, who are not related to you, who can provide professional references

Name_____Relationship/Occupation_____
Address_____ Phone No._____ Years known_____

Name_____Relationship/Occupation_____
Address_____ Phone No._____ Years known_____

Name_____Relationship/Occupation_____
Address_____ Phone No._____ Years known_____

EMPLOYMENT HISTORY

Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Mann's Jewelers.

1. Company Name _____
Address _____
Title _____ Dates Employed _____
Starting Salary _____ Ending Salary _____ Supervisor _____
Address _____ Phone _____
Describe your duties _____
Reason for Leaving _____

2. Company Name _____
Address _____
Title _____ Dates Employed _____
Starting Salary _____ Ending Salary _____ Supervisor _____
Address _____ Phone _____
Describe your duties _____
Reason for Leaving _____

3. Company Name _____
Address _____
Title _____ Dates Employed _____
Starting Salary _____ Ending Salary _____ Supervisor _____
Address _____ Phone _____
Describe your duties _____
Reason for Leaving _____

4. Company Name _____
Address _____
Title _____ Dates Employed _____
Starting Salary _____ Ending Salary _____ Supervisor _____
Address _____ Phone _____
Describe your duties _____
Reason for Leaving _____

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Mann's Jewelers Corporation (hereinafter referred to as "Mann's Jewelers") that such employment with Mann's Jewelers is at will, for no specified duration and may be terminated by either Mann's Jewelers or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Mann's Jewelers or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Mann's Jewelers except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Mann's Jewelers.

In consideration for employment with Mann's Jewelers, if employed, I agree to conform to the rules, regulations, policies and procedures of Mann's Jewelers at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Mann's Jewelers business, attendance and punctuality are considered essential requirements of every job at Mann's Jewelers and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Mann's Jewelers, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in the withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Mann's Jewelers and/or any of its representatives, agents or vendors and I release all parties from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS

Signature _____ Date _____

Name and Phone No. of person completing this form if other than applicant _____

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