



EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Date: _____

First & Last Name: _____

Phone Number: _____ Email: _____

Address: _____

ABOUT THE JOB:

Position Applied for: ___ Sales Associate ___ Inventory ___ Social Media/Marketing ___ Manager

At which location would you prefer to work? (check one or both) Clemson ___ Powdersville ___

What are your expectations in terms of starting pay? _____

How did you learn about this job opening? _____

AVAILABILITY TO WORK:

Please let us know what times during the week you would be available to work. ***IF AVAILABLE, LEAVE BLANK. "X" out only the times you are UNAVAILABLE. Times listed below reflect a typical shift on the sales floor.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Morning (9-2)							
Mid Day (12-6)							
Evening (4-til 7)							

Are You Currently Employed? Yes ___ No ___

Are you looking for Full time or Part time work? FT ___ PT ___

How many hours would you be available to work each week? Minimum _____ Maximum _____

Are you willing to work weekends? Yes ___ No ___ Occasionally ___

Do you have any planned vacations or need any time off within the next 3 months? YES ___ NO ___

If yes, please explain: _____

Are you available to work during Clemson football games? Yes ____ No ____ Occasionally ____

Are you available to work Black Friday? Yes ____ No ____ Around Christmas? Yes ____ No ____

Are you available to work during the Summer? YES / NO

Are you prepared to work additional hours as/when the needs of the business require? YES / NO

Why do you want to work at Elkmont Trading Company?

EDUCATION:

Please list the last school you attended.

School: _____ Class (if enrolled): _____

Major/Degree: _____ Expected/Graduation Date: _____

Extracurricular Activities (i.e. Sports, YoungLife, Sorority, Fraternity, FCA, etc...):

ADDITIONAL INFORMATION:

What do you consider your strengths?

What do you consider your weaknesses?

How would you define excellent customer service?

When have you delivered/received great service? What did you do/receive?

What do you consider to be the most important skills when providing great customer service?

Please rate your knowledge/experience with the following topics/activities, with 1 being NO EXPERIENCE and 5 being VERY EXPERIENCED:

Clothing & Accessories _____	Footwear _____	Merchandising _____
Hiking & Camping _____	Paddlesports _____	Social Media _____
Data Entry/Receiving _____	Organizing _____	Marketing _____

PREVIOUS EMPLOYMENT:

Please give us details of your last 2 years of employment, starting with your current/last employment.

COMPANY 1

Name & Location: _____

Name of Immediate Supervisor: _____ Phone: _____

Your position and responsibilities: _____

Reason for Leaving: _____

Dates worked: Started _____ : Ended _____

COMPANY 2

Name & Location: _____

Name of Immediate Supervisor: _____ Phone: _____

Your position and responsibilities: _____

Reason for Leaving: _____

Dates worked: Started _____ : Ended _____

REFERENCES:

Please provide two professional references, not related to you, whom you have known for at least one year.

Reference 1 Name: _____

Reference 1 Phone: _____

Reference 1 How acquainted? (friend, former employer, etc): _____

Reference 2 Name: _____

Reference 2 Phone: _____

Reference 2 How acquainted? (friend, former employer, etc): _____

Have you ever been convicted of a felony? Yes _____ No _____

(A conviction will not necessarily disqualify an applicant from employment.)

AGREEMENT:

I confirm that the information given by me is true and accurate to the best of my knowledge. I authorize the investigation of all statements in this application. With this signed form, I give permission for all current and former employers to answer any questions related to my employment performance with their company. I also release former employers from any liability for answering these questions. I understand that Elkmont Trading Company reserves the right to withdraw the offer of employment or to terminate employment already commenced if information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of satisfactory references. Further, I understand and agree that employment is for no definite period of time and may be terminated at any time without previous notice.

By signing below I agree:

Signature _____ Date _____

Elkmont Trading Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, gender, religion, sexual orientation, marital status, handicap or national origin.

This application will remain active for a period of 30 days from the application date.

TO SUBMIT: Scan & Email to INFO@ELKMONTTRADINGCOMPANY.COM OR mail to or drop off at a location below:

CLEMSON

100 Liberty Dr., Clemson, SC 29631 / 864-653-7002

POWDERSVILLE

3405 Hwy 153, Piedmont, SC 29673 / 864-236-1003

www.elkmonttradingcompany.com