

EMPLOYMENT APPLICATION



An Equal Opportunity Employer

PLEASE PRINT

Date _____ Last Name _____ First Name _____ Middle _____

Present Address

No. & Street _____ City _____ State _____ Zip Code _____

Permanent Address (if different from present address)

No. & Street _____ City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____ Email Address _____

Employment Desired

Position applying for: _____

Personal Information

How did you hear about Eco Thrift and this job opening? _____

Have you ever applied to or worked for Eco Thrift before? Yes No

If yes, when? _____

Why are you applying for work at Eco Thrift? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old?
(If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accomodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

EDUCATION, TRAINING, AND EXPERIENCE

High School

Name	Address	City	State	Zip Code
No. of years completed _____	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Degree or diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>	

College/University

Name	Address	City	State	Zip Code
No. of years completed _____	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Degree or diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Vocational/Business School

Name	Address	City	State	Zip Code
No. of years completed _____	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Degree or diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>	

How will you get to work?

Are you willing to work any shift, including nights and weekends? Yes No

If no, please state any limitations:

If applicable, are you available to work overtime?

Yes No

If you are offered employment, when would you be available to begin work? _____

Are you legally eligible for employment in the United States?

Yes No

Are you able to perform the essential functions of the job position with or without reasonable accommodation?

Yes No

What reasonable accommodation, if any, would you require?

APPLICANT'S SKILLS

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Rating
<input type="checkbox"/> Microsoft Office Suite	_____	1 2 3 4 5
<input type="checkbox"/> Answering Telephones	_____	1 2 3 4 5
<input type="checkbox"/> Customer Service	_____	1 2 3 4 5
<input type="checkbox"/> Warehouse	_____	1 2 3 4 5
<input type="checkbox"/> Cashiering	_____	1 2 3 4 5
<input type="checkbox"/> Merchandising	_____	1 2 3 4 5
<input type="checkbox"/> Janitorial	_____	1 2 3 4 5
<input type="checkbox"/> Computer Skills	_____	1 2 3 4 5
<input type="checkbox"/> Supervisor	_____	1 2 3 4 5

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Current Employer

Current Employer	Address	City	State	Zip Code
------------------	---------	------	-------	----------

Type of Business	Supervisors Name	Phone Number
------------------	------------------	--------------

Dates of Employment: From _____ To _____

May we contact this employer for a reference? Yes No

Describe your position and duties

Describe your reason for leaving

Employer #2

Past Employer _____ Address _____ City _____ State _____ Zip Code _____

Type of Business _____ Supervisors Name _____ Phone Number _____

Dates of Employment: From _____ To _____

May we contact this employer for a reference? Yes No

Describe your position and duties

Describe your reason for leaving

Employer #3

Past Employer _____ Address _____ City _____ State _____ Zip Code _____

Type of Business _____ Supervisors Name _____ Phone Number _____

Dates of Employment: From _____ To _____

May we contact this employer for a reference? Yes No

Describe your position and duties

Describe your reason for leaving

EMPLOYMENT APPLICATION



An Equal Opportunity Employer

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

_____ I hereby authorize EcoThrift to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

_____ Date

_____ Applicant's Signature