



## EMPLOYMENT APPLICATION

**An Equal Opportunity Employer** Croquis Boutique is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please print and fill out all sections*

### Applicant Information

Applicant Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Other \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address: Number and street \_\_\_\_\_ City \_\_\_\_\_

State & Zip \_\_\_\_\_

How were you referred to Croquis Boutique?: \_\_\_\_\_

### Employment Positions

Position(s) applying for: \_\_\_\_\_

#### Are you applying for:

Temporary work – such as summer or holiday work?  Y or  N

Regular part-time work?  Y or  N

Regular full-time work?  Y or  N

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Can you work on the weekends?  Y or  N

Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N

Salary desired: \$ \_\_\_\_\_

**Personal Information:**

Have you ever applied to / worked for Croquis Boutique before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Croquis Boutique?  Y or  N If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed \_\_\_\_\_

*(Note: Croquis Boutique complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case.

\_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Education, Training and Experience**

**High School:**

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y or  N Degree / diploma earned: \_\_\_\_\_

**College / University:** School name: \_\_\_\_\_ School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y or  N Degree / diploma earned: \_\_\_\_\_

**Vocational School:** Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y or  N Degree / diploma? : \_\_\_\_\_

**Additional Information**

Do you speak, write or understand any foreign languages?  Y or  N

If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be. \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?  Y or  N

If yes, please explain \_\_\_\_\_

**Employment History**

Are you currently employed?  Y or  N

If you are currently employed, may we contact your current employer?  Y or  N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed.**

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_ Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Y or  N

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_ Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Y or  N

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_

Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_ Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Y or  N

**References**

List below three persons who have knowledge of your work performance within the last four years.

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