

## APPLICATION FOR EMPLOYMENT

Position(s) Applied For: \_\_\_\_\_

Type:  Full-time  Part-time  Seasonal

Shift(s) Desired:  Day  Evening

Days/Hours Available:

Minimum Salary Desired: \_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Home Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

For purposes of reference checking, please list any other names under which you may have been employed: \_\_\_\_\_

Best time to call you at home: \_\_\_\_\_ May we contact you at work?  Yes  No Work number: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If you are under 18, please state your age: \_\_\_\_\_ If you are under 18, can you furnish a work permit?  Yes  No

Have you ever been convicted of a felony?  Yes  No (A conviction will not necessarily exclude you from employment. If yes, state the nature of the offense, where and when it occurred, and sentence imposed)

Have you ever been convicted of any criminal offense other than a minor traffic violation? \_\_\_\_\_

List any relatives currently working for our Company and list his/her location: \_\_\_\_\_

Are you a Things Remembered Rewards Club member?  Yes  No

How did you learn of this opportunity with Things Remembered? \_\_\_\_\_

### EDUCATION AND TRAINING

Name, City and State of School	Course of Study	Type of Degree	Did you Graduate?	GPA
High School (last attended)				
College or University				
Graduate School				
Other				

### SPECIAL SKILLS and QUALIFICATIONS

Use this space for additional information you may want to provide regarding your background or work history (i.e. customer service skills, selling abilities, computer skills, etc): \_\_\_\_\_

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You must complete this section even if a resume has been provided.

**EMPLOYMENT HISTORY**  
(begin with most current)

NAME AND ADDRESS OF EMPLOYER	DATES EMPLOYED (month/year)	LAST POSITION TITLE: (Please describe position responsibilities)	EARNINGS		REASON FOR LEAVING	NAME/TITLE/PHONE # OF SUPERVISOR	MAY WE CONTACT?
			Base Salary/ Hourly Rate	Bonus			
1. _____ _____ _____ Telephone ( )	From _____ To _____		Start	Start			(If not, why?)
2. _____ _____ _____ Telephone ( )	From _____ To _____		Start	Start			(If not, why?)
3. _____ _____ _____ Telephone ( )	From _____ To _____		Start	Start			(If not, why?)
4. _____ _____ _____ Telephone ( )	From _____ To _____		Start	Start			(If not, why?)

Comments: (include any gaps in employment): \_\_\_\_\_

**REFERENCES**

Name	Working Relationship	Title/Company	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that all information I provided in this application is complete and accurate to the best of my knowledge. In understand that any falsification, misrepresentation or omission of any information in this application may result in denial of employment, or if employed, my immediate dismissal, regardless of when discovered. I understand that all offers of employment are conditional, subject to the receipt of satisfactory references and successful completion of a Background Investigation. I understand that my employment can be terminated, with or without cause and with or without notice, at any time at the option of either the company or myself.

SIGNATURE

DATE