

# HARTS

## EMPLOYMENT APPLICATION

STORE # \_\_\_\_\_

Harts does not discriminate on the basis of race, religion, national origin, color, sex, age, or handicap. It is our intention that all applicants be given equal opportunity and that selection decisions are based upon job-related factors. HARTS may require random drug testing. IF YOU USE ILLEGAL DRUGS YOU NEED NOT APPLY.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print or type) Last First M.I.

Desired Position: \_\_\_\_\_ Date Available: \_\_\_\_\_

Work Desired:  Full-time  Part-time  Temporary Salary/Wage Expected: \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ For How Long? \_\_\_\_\_

Previous Address: \_\_\_\_\_ For How Long? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PERSONAL: Are you age 18 or older?  Yes  No

If you are applying for a position involving the sale of alcoholic beverages or cigarettes, are you age 21 or older?  
 Yes  No

Do you have transportation to work?  Yes  No

Have you ever been convicted of a felony or a misdemeanor, other than minor traffic violations?

Yes  No

If yes, explain: \_\_\_\_\_

Do you know anyone presently employed by HARTS?  Yes  No

If yes, identify: \_\_\_\_\_

Have you been employed by HARTS previously?  Yes  No

Do you smoke?  Yes  No

Can you furnish proof of your legal right to work in the United States? (Verification required at time of hire)

Yes  No

How were you referred to HARTS?  HARTS Employee  Agency  Ad  Other

Explain: \_\_\_\_\_

Are there any physical requirements for this job which you cannot perform?  Yes  No

If yes, state the requirements you cannot meet: \_\_\_\_\_

MILITARY SERVICE: Branch of U.S. service, if any: \_\_\_\_\_ Rank: \_\_\_\_\_

Experience acquired: \_\_\_\_\_

EMPLOYMENT HISTORY: Start with your most recent/present job. Account for all periods of time, including military service and unemployment, of more than 3 months. Additional information may be placed on a separate sheet.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Beginning wage/salary: \_\_\_\_\_ Final wage/salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Beginning wage/salary: \_\_\_\_\_ Final wage/salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Beginning wage/salary: \_\_\_\_\_ Final wage/salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

May we contact your present employer? [ ] Yes [ ] No

How much time have you lost from work during the last six months: \_\_\_\_\_

Explain: \_\_\_\_\_

EDUCATION:

High School—Name & Location: \_\_\_\_\_

Year completed: \_\_\_\_\_ GPA: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

College—Name & Location: \_\_\_\_\_

Dates from/to: \_\_\_\_\_ Major: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Other (Technical, Business, etc.)—Name & Location: \_\_\_\_\_

Dates from/to: \_\_\_\_\_ Major: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Do you have any other special interests, skills, or training that you feel would be an asset at HARTS?

Explain: \_\_\_\_\_  
\_\_\_\_\_

REFERENCES:

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_