



## Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apt#
City	State	Zip	
Phone		Email	

What agency/ad directed you to The Mending Shed?	Advertised Wage
Why do you want to work at The Mending Shed?	

Please Circle all types of work you are interested in:			
Accounting	Customer Service/Showroom	Customer Service/Web Store	Inventory Management
Janitorial/Maintenance	Parts Department	Promotion/Advertising	Repair Department
Shipping	Social Media	Warehouse	Website Maintenance

EDUCATION			
Level of Education? GED ___ HIGH SCHOOL ___ COLLEGE ___(yrs) ADVANCED DEGREE _____			
High School			
From	To	Did you graduate? YES NO <input type="checkbox"/> <input type="checkbox"/>	GPA
College			
From	To	Did you graduate? YES NO <input type="checkbox"/> <input type="checkbox"/>	GPA
Other			
From	To	Did you graduate? YES NO <input type="checkbox"/> <input type="checkbox"/>	GPA

SKILLS	
Do you type on a keyboard well enough to enter customer's information & fill out work orders? YES <input type="checkbox"/> NO <input type="checkbox"/>	Typing Speed: ___ Per Minute
Do you have more than just basic computer skills, please explain:	
What Skills or Abilities do you have that would benefit the company? Please explain:	

PREVIOUS EMPLOYMENT		
Company		Phone
Address		Supervisor
Job Title		Starting Salary \$      Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		Starting Salary \$      Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		Starting Salary \$      Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

REFERENCES <small>Please list two Professional References &amp; one Personal Reference (please do not list any relatives)</small>	
Full Name	Relationship
Company	Phone
Years Known	
Full Name	Relationship
Company	Phone
Years Known	
Full Name	Relationship
Years Known	Phone

<b>AVAILABILITY</b>	
Are you able to work ___ Full Time (minimum of 40hrs per wk) or ___ Part time (Less than 40 hrs per wk)?	
If you work full time, do you anticipate cutting back to part time during the next year? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If so, please explain:	
If you want to work part time, what hours are you available?	
Are you available to work more than 40 hrs per week if needed? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you available to work Saturdays? YES <input type="checkbox"/> NO <input type="checkbox"/>	

If hired, when would you like to start?	
If you like this job, how long would you stay?	
Do you speak a second language? YES <input type="checkbox"/> NO <input type="checkbox"/>	What Language? _____ How well? _____

Do you have any medical conditions that your employer should know about? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please explain:	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the US? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain:	

As we check your references and background is there anything we should know?	

<b>DISCLAIMER AND SIGNATURE</b>	
<i>I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</i>	
Signature	Date