

# EMPLOYMENT APPLICATION



30 North 8th St Cloquet, MN  
218-879-4666

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Maiden or Other: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Present Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ If no, employment is subject to verification that you are of minimum legal age.

Are you a citizen of the United States? \_\_\_\_\_ If no, can you provide Form 1-151 or Form 1-94 as proof that you can legally be employed in the United States? \_\_\_\_\_ Do you intend to remain permanently in the United States? \_\_\_\_\_

Position applied for: \_\_\_\_\_ How soon could you report to work? \_\_\_\_\_

How many hours a week do you want to work? \_\_\_\_\_ Do you seek temporary or permanent employment? \_\_\_\_\_

What days are you available to work? Sunday Monday Tuesday Wednesday Thursday Friday Saturday Holidays

What hours are you available to work? \_\_\_\_\_

## EDUCATION

Type of School	Name and Address of School	Courses Majored In	Degree or Diploma
High School			
College			
Further Training or Seminars			

## EMPLOYMENT HISTORY

Have you applied with us before? \_\_\_\_\_ Have you ever worked for us? \_\_\_\_\_ If yes, where & when? \_\_\_\_\_

Do you know any of our current employees outside of the store? \_\_\_\_\_ Who? \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

Does present employer know you plan employment change? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_  
Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? \_\_\_\_\_

How much time have you lost from work during the past year? \_\_\_\_\_

Why do you want to work for our company? \_\_\_\_\_

Would you like to work at this store, or any local Little Store? \_\_\_\_\_

Where do you see yourself in two years? \_\_\_\_\_

**PRIOR WORK RECORD**  
(Start with present or most recent employer)

Name and Phone Number of Employer	Date of Hire	Last Day Worked
Immediate Supervisor (Name and Position)	Starting Wage	Ending Wage
Your Job Title and Duties	Reason for Leaving	
Name and Phone Number of Employer	Date of Hire	Last Day Worked
Immediate Supervisor (Name and Position)	Starting Wage	Ending Wage
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Immediate Supervisor (Name and Position)	Starting Wage	Ending Wage
Your Job Title and Duties	Reason for Leaving	

**REFERENCES**

(Do not list relatives or former employers)

Name _____	Phone # _____	Occupation _____
Name _____	Phone # _____	Occupation _____
Name _____	Phone # _____	Occupation _____

Explain why you would be a great Little Store employee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JOB APPLICANT'S AGREEMENT AND CERTIFICATION**

"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when it is discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful to avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer.

I agree to be employed on a 30 calendar days probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and, if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules that are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, without notice."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date