

APPLICATION
FOR
EMPLOYMENT



We at Once Upon A Child are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

PLEASE PRINT

Name _____ Date _____

Present Address _____
Street City State Zip

Social Security # _____ Telephone (____) _____

Referred by Advertisement Agency Person Other _____

Are you legally eligible for employment in the U.S.A.? Yes No State age if under 18 _____

Position applying for _____ Salary expected _____

Are you available to work Full-time Part-Time Specify schedule limitations _____

Date available for work _____ List friends or relatives in our employ _____

Were you previously employed by us? Yes No If yes, when _____

Other name(s) used while attending schools or places of employment indicated on this form _____

Can you perform the functions of this job with or without reasonable accommodations?

Yes No If No, please explain: _____

Have you ever been convicted of a felony? Yes No If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.) _____

Military Service? Yes No Branch of service and rank _____ Dates of Service _____
 Special Training _____

EDUCATION

Name and Location	Course of Study	Scholastic Average	Dates of Attendance	Graduated		
				Yes/No	Mo/Year	Degree
High School/GED			N/A		N/A	
College						
Vocational						
Other						

Additional comments regarding education _____

SKILLS

List Computer Software Packages in which you are proficient _____ What languages do you: _____
_____ speak fluently _____
Cash Register _____ 10-Key _____ write fluently _____
Other Skills _____ read fluently _____

EMPLOYMENT HISTORY

(List present or most recent employer first)

Name of Company _____ Address _____
Supervisor _____ Salary _____ Phone _____
Job Title _____ Date Started _____ Date Left _____
Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____
Supervisor _____ Salary _____ Phone _____
Job Title _____ Date Started _____ Date Left _____
Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____
Supervisor _____ Salary _____ Phone _____
Job Title _____ Date Started _____ Date Left _____
Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____
Supervisor _____ Salary _____ Phone _____
Job Title _____ Date Started _____ Date Left _____
Job Description _____

Reason for Leaving: _____

AUTHORIZATION FOR BACKGROUND CHECK: I authorize Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check.

Indicate those you do not wish contacted: _____

Signed: _____ Date: _____

REFERENCES

Please list three persons other than relatives or personal friends, who can judge your work ability.

1) Name _____ Occupation _____

Address _____ Phone _____

2) Name _____ Occupation _____

Address _____ Phone _____

3) Name _____ Occupation _____

Address _____ Phone _____

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

● PLEASE READ ●

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature

Date

OFFICE USE ONLY

Interviewed by _____ Date _____

Referral Source _____ Hired _____ Not Hired _____

Starting Date _____ Position _____ Salary _____

Location _____ Reporting To _____