



Employment Application

Grommet Collectibles is an equal opportunity employer committed to diversity in the workplace and dedicated to a policy of non-discrimination in employment on any basis including age, sex, race, color, ancestry, religion, creed, citizenship status, disability, national origin, marital status, military status, sexual orientation, genetic information, gender identity and expression, or any factors not related to the job and will comply with all applicable laws.

Personal Information (Please print)			Date of Application	Date-of-Birth
Name Last	First	Middle		
Present Address (Street, City, State, Zip Code)				
Home Phone	Business Phone	Cell Number	Email Address	
Are you legally authorized or permitted to work in the United States? (All new hires will be required to provide proof of eligibility to work in the U.S.) Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	Prior to answering this question you must read the instructions to applicants about criminal convictions section (on the reverse side) of this form. Have you ever been convicted of a crime? (Answering yes to this question will not be an absolute bar to an offer of employment.) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain		

Employment Desired (Availability of hours may vary.)								
Position	Location/Department	Salary Desired	Date Available					
Specify hours available for each day of the week Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temp <input type="checkbox"/>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open								
Close								
How did you hear about us?								
Do you have any friends or relative(s) currently employed by Grommet Collectibles, Inc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.								

Education	Name and Address of School	Year Completed	Graduate?	Subjects Studied and Degrees Received
High School			Y N	
College			Y N	
Post College			Y N	
Trade, Business, or Correspondence School			Y N	
List skills relevant to the position applied for				
SKILLS: Cash Drawer <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Photoshop <input type="checkbox"/> Others:				

Former Employers

List all employers with current or most recent employment first. If limited previous employment, list three persons, not related, who have known you for some time.
Please complete even if you attach a resume.

Date (M/D/Y)			
	Current Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
From		Starting	
To		Ending	
Reason for Leaving		Voluntary <input type="checkbox"/>	Involuntary <input type="checkbox"/>
Summary of Responsibilities			
Supervisor's Name		Phone Number	May We Contact? Y N
	Previous Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
From		Starting	
To		Ending	
Reason for Leaving		Voluntary <input type="checkbox"/>	Involuntary <input type="checkbox"/>
Summary of Responsibilities			
Supervisor's Name		Phone Number	May We Contact? Y N
	Previous Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
From		Starting	
To		Ending	
Reason for Leaving		Voluntary <input type="checkbox"/>	Involuntary <input type="checkbox"/>
Summary of Responsibilities			
Supervisor's Name		Phone Number	May We Contact? Y N

References

Give below the names of three professional references, which you have known at least one year.

Name	Company/Job Title	Address & Phone Number	Years Acquainted How do you know this person?
1			
2			
3			

IMPORTANT, READ BEFORE SIGNING

INSTRUCTIONS TO APPLICANTS ABOUT CRIMINAL CONVICTIONS: READ THIS BEFORE DISCLOSING ANY CRIMINAL CONVICTIONS

California Applicants: In answering this question do not include: information regarding an arrest or detention that did not result in conviction; information regarding referral to, and participation in, any pre-trial or post-trial diversion program; minor traffic violations; convictions for which the record has been judicially ordered, sealed or expunged; marijuana-related convictions described in California Labor Code Section 432.8 that are more than two years old; misdemeanor convictions for which probation has been successfully completed or discharged and that have been judicially dismissed pursuant to California Penal Code Section 1203.4.

The filing of an application with Grommet Collectibles is a preliminary step to employment. It does not obligate Grommet Collectibles to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. Grommet Collectibles reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Grommet Collectibles at any time.

Signature	Date
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