



Employment Application

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date _____

Applicant's Full Name _____

Address _____

Telephone # _____ Cellular # _____

E-Mail _____ Social Security Number _____

What position are you applying for? _____ What location? _____

How did you learn about this position? _____ Are you 18 years of age or older? ____ Yes ____ No

If you are hired for this position, can you provide written proof that you may legally work in the United States? ____ Yes ____ No

Do you have any relatives or friends who are presently (or have formerly been) employed by Exotic Imports? ____ Yes ____ No

If you answer yes, please give their name(s) _____

Have you ever been convicted of a felony? ____ Yes ____ No If yes, please explain _____

Do you have a valid Drivers License? ____ Yes ____ No Do you have reliable transportation? ____ Yes ____ No

On what date are you able to begin work? _____ Can you work on Saturday? ____ Yes ____ No

Can you work on Sunday? ____ Yes ____ No Can you work overtime as needed? ____ Yes ____ No

Do you have any physical condition which may limit your ability to perform the job applied for? ____ Yes ____ No
(This question is voluntary, and any answers will be kept confidential.)

Please briefly explain why we should consider **you** for the position for which you are applying: _____

Employment History

Are you currently employed? Yes No

Starting with your current or most recent position, give the requested information:

1. Employer _____

Address _____

Supervisor _____

Telephone Number _____ E-mail Address _____

Dates of Employment _____ Hourly Wage or Salary _____

Description of your job title and duties _____

Reason for leaving position _____

May we contact this employer for a reference? Yes No

2. Employer _____

Address _____

Supervisor _____

Telephone Number _____ E-mail Address _____

Dates of Employment _____ Hourly Wage or Salary _____

Description of your job title and duties _____

Reason for leaving position _____

May we contact this employer for a reference? Yes No

3. Employer _____

Address _____

Supervisor _____

Telephone Number _____ E-mail Address _____

Dates of Employment _____ Hourly Wage or Salary _____

Description of your job title and duties _____

Reason for leaving position _____

May we contact this employer for a reference? Yes No

Have you ever been released, discharged, or laid off from any position? Yes No

If yes, please explain: _____

List and explain any special skills relevant for the position for which you are applying that you have acquired from your employment or other activities. List all computer software and hardware you can use, typing speed, ten-key use, etc.

Educational History

Name and Address of School	Study Specialty	Number of Years Completed	Degree or Diploma	GPA
High School _____				
College _____				
Graduate School _____				
Other Education _____				

Describe any internships, other specialized training (including job-related experience in the United States military), extracurricular activities, licenses, or degrees that would be particularly helpful in performing this position.

To make inquiries about your work record, do we need any information about your name or your use of another? ___Yes ___No

If you answer yes, please explain _____

Military Service

Dates _____ Branch _____ Honorable Discharge? _____
Assignment _____ Final Rank _____

References

1. Name _____ Occupation _____
Telephone _____ Cellular Phone _____
E-mail address _____

How long and in what context have you known this reference? _____

2. Name _____ Occupation _____

Telephone _____ Cellular Phone _____

E-mail address _____

How long and in what context have you known this reference? _____

3. Name _____ Occupation _____

Telephone _____ Cellular Phone _____

E-mail address _____

How long and in what context have you known this reference? _____

***This information is required for your application to be considered:
(Must be a dollar amount – “negotiable” is NOT an acceptable answer.)***

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ _____ per _____

If your application receives favorable consideration, where do you see your career with Coastal Home in five years?

Applicant's Declaration

I understand that the information given in this employment application will be used in determining whether or not I will be hired for this position. I have made certain to give only true answers and understand that any falsification or willful omission will be grounds for refusal of employment or dismissal.

I understand that the employer hires on an employment-at-will basis, which employment may be terminated either by me or the employer at any time, with or without cause, for any reason consistent with applicable state and federal law. If I am offered the position for which I am applying, it will be employment-at-will, unless a written instrument signed by an authorized executive of the employer changes this.

I know that this application is not a contract of employment. I am lawfully authorized to work in the United States and, if offered the position, will give whatever documentary proof of this as the employer may request.

I further understand that the employer may investigate and verify all information I have given in this application, on related documents (including, but not limited to, my resume), and in interviews. I authorize all individuals, educational institutions, and companies named in this application to provide any information the employer may request about me, and I release them from any liability for damages for providing such information.

Applicant's Full Legal Name (Please Print) _____

Applicant's Signature _____ Date _____