

Dollar General strives to maintain a safe and drug free environment by conducting background checks and drug tests (as permitted by law).

a few of the **great benefits** Dollar General offers employees...

- Vacation (full-time employees)
- Cash bonus for eligible positions
- 401(k) Savings and Retirement Plan
- Health insurance for all employees

Complete all areas of the application in black ink. An incomplete or inaccurate application may delay consideration for employment.

Date _____
Location/Store Number _____

FOR HIRING MANAGER USE ONLY

- Assessments:
 Meets Standards
 Does Not Meet Standards

PERSONAL INFORMATION

Full name: _____ Social Security Number: X X X - X X - _____
Print name as it appears on your Social Security card

Present address: _____
Street City State Zip code

Primary phone: _____ Alternate phone: _____
 When is the best time to call? _____ Preferred phone: Primary Alternate

Email address: _____ Are you 18 years of age or older? Yes No

You must be at least 18 years of age to work for Dollar General unless otherwise required by law.

GENERAL

Do you have any relatives employed by Dollar General? Yes No
 If yes, please list name(s) and where they work: _____

Are you legally authorized to work in the United States and able to demonstrate this by providing appropriate documentation? Yes No

Will you now or in the future require sponsorship for employment visa status? Yes No

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No
(Illinois applicants: You are not obligated to disclose sealed or expunged records.)

If yes, please explain: _____
Candidates who select yes are not automatically disqualified from consideration for employment.

How did you find out about employment opportunities at this location?

Website In-Store Signage Newspaper Employee Walk-In
 Agency Career Fair College Recruiting Relative
 Employee Referral (Name) _____ Other (specify) _____

EMPLOYMENT

Have you ever worked for Dollar General? Yes No If yes, where: _____
 When: _____ Under what name: _____ Reason for leaving: _____

Position(s) desired: _____ Pay Expected: _____

When will you be available to begin work? _____ Will you have a reliable means of transportation? Yes No

How many hours per week would you expect to work? _____ Are you available to work: Part-time Full-time

When are you available to work?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Many of our stores are open for business on holidays, weekends, and special events. While we attempt to reasonably accommodate the personal needs of our employees (including sincerely held religious beliefs), ultimately the work schedules are based on business needs and may be subject to change on a weekly basis.

Do you have experience working in a distribution center or warehouse? Yes No

Do you have experience working in a retail store? Yes No

If applying at a store location, why do you want to work in a sales oriented environment? _____

What customer service experience do you have? _____

EDUCATION

School	Name and Location of School	Course of Study	Circle number of years completed	Did you graduate?	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational or Business			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Specify professional designations, certifications, licenses or registrations held related to the job(s) applied for: _____

Issued in what state? _____ Expiration Date: _____

Check area(s) in which you are skilled/licensed:

Cash Register Calculator Pricing Gun Baler Fork Lift
 Stand Up Fork Lift Electric Pallet Jack Manual Pallet Jack RF Scanning Unit Food Scale/Wrapping
 CDL Computer Software (list programs): _____

Other skills: _____

Dollar General is a leading retailer with over 8,000 stores and distribution centers across the United States with a focus on *Serving Others... Every day!*

Full Name
Location/Store Number

WORK HISTORY

How many different employers have you worked for in the past 5 years? _____
 Have you ever been suspended, asked to resign or discharged from any employment? Yes No
 If yes, please explain: _____
 Please explain any gaps between employers of 3 months or longer: _____
 Please list other names under which you worked so that Dollar General can verify your previous employment: _____

List below all current and past employment, beginning with your **most recent**.

Industry Types: Use the following 2-digit codes to indicate the type of industry for each job listed in the work history. **01** RETAIL STORE, **02** GROCERY, **03** RESTAURANT, **04** BANKING, **05** REAL ESTATE, **06** TRANSPORTATION, **07** CONSTRUCTION, **08** DISTRIBUTION, **09** MANUFACTURING, **10** PHARMACEUTICAL, **11** WHOLESALE DISTRIBUTION, **12** OTHER

Company Name		Industry Type	Supervisor Name		May we contact this employer?
Address		Phone	Employed From	Employed To	
Starting Job Title	Ending Job Title	Reason for Leaving		Pay Rate Start	Pay Rate Last
Describe Your Work		What did you like best		What did you like least	
Company Name		Industry Type	Supervisor Name		May we contact this employer?
Address		Phone	Employed From	Employed To	
Starting Job Title	Ending Job Title	Reason for Leaving		Pay Rate Start	Pay Rate Last
Describe Your Work		What did you like best		What did you like least	
Company Name		Industry Type	Supervisor Name		May we contact this employer?
Address		Phone	Employed From	Employed To	
Starting Job Title	Ending Job Title	Reason for Leaving		Pay Rate Start	Pay Rate Last
Describe Your Work		What did you like best		What did you like least	
Company Name		Industry Type	Supervisor Name		May we contact this employer?
Address		Phone	Employed From	Employed To	
Starting Job Title	Ending Job Title	Reason for Leaving		Pay Rate Start	Pay Rate Last
Describe Your Work		What did you like best		What did you like least	

WORK REFERENCES Include current and accurate contact information. **Do not include "personal" references.**

Name	Phone () -	Alternate Phone () -	Years Acquainted
Address		Email address	Occupation/Work Relationship
Name	Phone () -	Alternate Phone () -	Years Acquainted
Address		Email address	Occupation/Work Relationship
Name	Phone () -	Alternate Phone () -	Years Acquainted
Address		Email address	Occupation/Work Relationship

NOTIFICATION AND AGREEMENT

I certify that all information provided by me is true, accurate and complete. I understand that falsification, misrepresentation or omission of fact on this application or any other accompanying or required documents will be cause for denial of employment or immediate termination of employment, regardless of how or when it is discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from conducting an investigation.

I understand that this application will remain active for a 90 day period. After that time, if I desire further consideration, I will complete a new application in person or by mail.

Hiring is conditional upon, among other things, a candidate and/or employee submitting proof of identity and work eligibility in accordance with the Immigration Reform and Control Act, completing and obtaining successful results on a drug screen (if applicable) and criminal background check.

You must be at least 18 years old to work for Dollar General, unless otherwise authorized by Human Resources or required by law. Close relatives may not work in the same store or department. No employee may work under the immediate supervision of a close relative. If you have questions regarding what constitutes a "close relative", please contact a manager.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I understand that this application is not a contract, offer, or promise of employment. I understand that unless otherwise agreed in writing signed by an officer of the Company and subject to applicable law, Dollar General employees are not hired for a specific term, and Dollar General or I may terminate my employment at any time with or without cause. No oral representations made by a Dollar General employee with respect to continued employment can alter this relationship.

Signature _____	Date _____
-----------------	------------



Dollar General does not discriminate on the basis of race, sex (including pregnancy, childbirth and related medical conditions), religion, color, age, national origin, disability, citizenship status or any other characteristic protected by law.