

# Application for Employment



The Picture People, Inc. ("Picture People") is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, age, sex, pregnancy, national origin, disability, sexual orientation, or any other legally-protected basis.

All portions of this application must be completed, even if a resume is attached.

## Personal

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Former name, alias, or nickname used: \_\_\_\_\_

Are you less than 18 years of age?  Yes  No (Picture People is required to comply with federal and state law.)

Present Street Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Where did you find out about this position? \_\_\_\_\_

## General

Are you a U.S. citizen or authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  Yes  No

Have you been convicted of a crime?  Yes  No

If yes, list convictions (not arrests) with date(s) and location(s). A misdemeanor or felony conviction will not necessarily disqualify you for employment.

Have you ever filed an application with Picture People?  Yes  No

If yes, give dates, location, and position:

Have you ever been employed with Picture People?  Yes  No

If yes, give dates, location, and position:

Do you have any relatives employed with Picture People?  Yes  No

If yes, list their names, location, and position:

Have you signed a non-disclosure, non-competition, or invention agreement with any previous employer?  Yes  No

Are you under any obligation to a previous employer that would restrict employment with Picture People?  Yes  No

## Position

Date Available: \_\_\_\_\_ Position Applied for: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Specify hours available for each day of the week Between 10a-9p <i>(Studio Positions Only)</i>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>

## Education

High School	Name and address of school:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Attended:	Degree Earned:
College	Name and address of school:	Course or Major:	Dates Attended:	Degree Earned:
Graduate School	Name and address of school:	Course or Major:	Dates Attended:	Degree Earned:
Other School	Name and address of school:	Course or Major:	Dates Attended:	Degree Earned:

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Last*

*First*

*M.I.*

**Employment History**

**List below your employment history for the past seven years or to age 18, whichever period is longer, starting with your most recent employer. Attach additional sheets, if necessary.**

Employer Name:		Start Date:		End Date:	
Employer Address:					
City, State, Zip:					
Beginning Title:		Ending Title:			
Beginning Salary:	\$	PER	Ending Salary:	\$	PER
Supervisor's Name:		Supervisor's Title:		Phone Number:	
Describe major duties and responsibilities:					
Reason for leaving:					
May we contact your current employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Employer Name:		Start Date:		End Date:	
Employer Address:					
City, State, Zip:					
Beginning Title:		Ending Title:			
Beginning Salary:	\$	PER	Ending Salary:	\$	PER
Supervisor's Name:		Supervisor's Title:		Phone Number:	
Describe major duties and responsibilities:					
Reason for leaving					
Employer Name:		Start Date:		End Date:	
Employer Address:					
City, State, Zip:					
Beginning Title:		Ending Title:			
Beginning Salary:	\$	PER	Ending Salary:	\$	PER
Supervisor's Name:		Supervisor's Title:		Phone Number:	
Describe major duties and responsibilities:					
Reason for leaving:					

Full Name:

Last

First

M.I.

Date:

Employment History (continued)					
Employer Name:		Start Date:		End Date:	
Employer Address:					
City, State, Zip:					
Beginning Title:		Ending Title:			
Beginning Salary:	\$	PER	Ending Salary:	\$	PER
Supervisor's Name:		Supervisor's Title:		Phone Number:	
Describe major duties and responsibilities:					
Reason for leaving:					
May we contact your current employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Employer Name:		Start Date:		End Date:	
Employer Address:					
City, State, Zip:					
Beginning Title:		Ending Title:			
Beginning Salary:	\$	PER	Ending Salary:	\$	PER
Supervisor's Name:		Supervisor's Title:		Phone Number:	
Describe major duties and responsibilities:					
Reason for leaving					
Gaps in Employment					
<i>Please list any gaps in employment greater than 12 months in the past 5 years.</i>					
Begin Date:		End Date:			
Reason:					
Begin Date:		End Date:			
Reason:					
Professional / Academic References					
<i>List below the names of three professional or academic references that you have known for at least one year. Do <b>NOT</b> include relatives or friends.</i>					
Name:		Company:		Title:	
Relationship:		Phone Number:		How long have you known this person?	
Name:		Company:		Title:	
Relationship:		Phone Number:		How long have you known this person?	
Name:		Company:		Title:	
Relationship:		Phone Number:		How long have you known this person?	

Full Name:

*Last*

*First*

*M.I.*

Date:

## Agreement

I understand and agree that:

1. I understand that Picture People will consider requests for accommodations of physical or mental disabilities at any time before or after employment begins. I understand that the company would appreciate as much advance notice as possible regarding requests for accommodations and that documentation of the need for accommodations may be required.
2. I authorize Picture People to thoroughly investigate my background, references, employment record, and other matters related to my suitability for employment, and to conduct a background check, including but not limited to, a criminal report and credit report. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations contacted by Picture People or their representative (an investigative consumer reporting agency) to provide any relevant information regarding my current and/or previous employment and I release Picture People, and any person, company, or organization furnishing such information from any and all liability arising from providing or receiving such information. I understand that that any offer of employment that I may receive will be contingent on this background check being acceptable and within Picture People's guidelines.
3. I declare that all statements and answers on this application are true and complete and agree that, any untruth, misleading answer, omission, concealment, or failure to answer any questions fully, completely, and accurately will be grounds for denying consideration of my application, or if employed, for terminating my employment. I understand this to be true regardless of when the inaccurate information is discovered.
4. If I have asked that my current employer not be contacted, I understand that any offer of employment that I receive will be contingent upon the company receiving an acceptable verification of the information on this application regarding my current employment.
5. If employed, I understand that my employment is "at will" and is for no definite period and may, regardless of date of payment of my wages and salary, be terminated by either Picture People or me at any time without any previous notice. I acknowledge that no one at the company has promised that I would remain employed for any length of time, and I understand that no one other than an officer of the company, in writing, is authorized to make such promises.
6. If employed, I agree to read and comply with company rules, regulations, and policies.
7. I agree that except as required in the performance of my job or otherwise authorized by Picture People, I will never use or disclose to others confidential or proprietary company information.
8. If employed, upon termination of my employment, I will return all company property and records in my possession.
9. I agree to submit to final and binding arbitration any claim that involves a legally-protected right regarding this application or the decision to hire or not hire me. I further agree that if employed by the company, I will be required to use The Picture People, Inc.'s Dispute Resolution Program ("DRP") to resolve workplace disputes and to otherwise abide by the terms of the DRP, and I acknowledge that my agreement to these requirements is a condition of me receiving any offer of employment. I further acknowledge that I can receive a complete copy of the DRP upon request to the company at 1-800-998-3686 x2663. THIS AGREEMENT CONTAINS A BINDING PROVISION THAT MAY BE ENFORCED BY THE PARTIES.

I have read, understand, and agree to the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date