

# OUR PEOPLE MAKE THE Difference **WAL★MART** Stores, Inc.

EOE/M/F/D/V  
Equal Opportunity Employer - By Choice.

This application for employment will not be considered unless fully completed.

Please print your name as it appears on your Social Security card.

Last Name First Name Middle Name Social Security Number

Street Address

( )  ( )  
 City, State, and Zip Code Telephone Number Alternate Telephone

Yes  No  If yes:    
 Location Dates of Employment

Have you ever been employed by Wal-Mart or any of its subsidiaries?  Reason for Leaving  Name employed under if now different

List all positions for which you would like to be considered Rate of pay expected Date you can start work

List relatives employed by Wal-Mart, their relationship and where they work. (If you live in California, do not answer.)

Peak Time  Full Time  Temp  Yes  No  Yes  No   
 Type of employment you are seeking. Are you 18 years of age or older? Can you, after employment, submit verification of your legal right to work in the United States?  
If under 18, applicant will be required to submit a birth certificate or a work certificate as required by the state or federal laws.

Elementary  or less High School      College/Tech      
 8 1 2 3 4 1 2 3 4

Check the highest level or equivalent completed:

Yes  No    
 Are you currently a student? Name of college, university or vo-tech attended

Availability - To help us consider you for a job that matches your availability, please tell us the earliest time and the latest time you can work each day.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Time							
Latest Time							

Check if you are available to work: Days  Evenings  Nights  Saturday  Sunday

First Name:

Please Print Last Name:

Employment History - List entire employment history, starting with your present employer. For any unemployed or self-employed periods show dates and location. **(Attach additional sheets if necessary.)**

If currently employed, may we contact your employer? Yes  No

Company Name: _____ Address: _____ City/State/Zip: _____ Phone #: _____	Your Job: _____ Supervisor's Name: _____ Dates Employed: From: _____ To: _____	Last Pay Rate: _____ Reason for Leaving: _____ _____
Company Name: _____ Address: _____ City/State/Zip: _____ Phone #: _____	Your Job: _____ Supervisor's Name: _____ Dates Employed: From: _____ To: _____	Last Pay Rate: _____ Reason for Leaving: _____ _____
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Company Name: _____ Address: _____ City/State/Zip: _____ Phone #: _____	Your Job: _____ Supervisor's Name: _____ Dates Employed: From: _____ To: _____	Last Pay Rate: _____ Reason for Leaving: _____ _____

List two (2) people (no relatives) you have worked with and whom we may contact for a reference if necessary.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you reside in:**

- CA- Do not disclose marijuana convictions (felony or misdemeanor) more than two years old.
- CO, MA, MD, NH, OK - Do not disclose criminal records that are sealed, expunged or annulled.
- HI - Do not answer the following questions.
- IL - Do not disclose prior convictions that have been expunged, sealed or impounded under Section 5 of the Criminal Identification Act.
- WA - Do not disclose convictions which occurred more than 7 years ago or for which you were released from prison more than 7 years ago.

Have you ever been convicted of a felony? Yes  No  Have you ever been convicted of any type of theft or fraud or a violent crime? Yes  No

If yes, on a separate sheet, identify the crime for which you were convicted, the date of the conviction and the location of the court in which you were convicted. Please provide any details you feel are relevant. Conviction of a crime will not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications.

**IMPORTANT** - We are glad you are interested in joining the Wal-Mart team. Please read the following statement carefully before you sign and return this application. Wal-Mart Stores, Inc., in considering my application for employment, may verify the information set forth on this application and obtain additional background information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background. I have read, understand and agree to this statement. (Please initial here.) \_\_\_\_\_

I understand that Wal-Mart Stores, Inc. has a commitment to maintain an alcohol/drug-free workplace and that Wal-Mart, unless prohibited by state law, requires a drug screening test as a part of its selection and hiring process. I understand that such drug screening will consist of the testing of a urine sample or other medically recognized test designed to detect traceable amounts of a controlled substance in my body. If after a second confirmatory test approved by SAMHSA, it is determined my specimen contains a controlled substance or was adulterated or substituted, I will be disqualified from consideration for employment and any offer of employment will be withdrawn. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug-testing under certain circumstances during my employment. I have read, understand, and agree to this statement. (Please initial here.) \_\_\_\_\_

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired, I will be able to resign at any time for any reason. Likewise, the company can terminate my employment at any time with or without cause, unless otherwise required by law. I further understand that no one other than the President of Wal-Mart Stores, Inc., or Vice President of its People Division has the authority to enter into an employment contract or agreement with me, and that my at-will employment can be changed only by a written agreement signed by the President of Wal-Mart Stores, Inc. I have read, understand and agree to this statement. (Please initial here.) \_\_\_\_\_

I understand that this application is good only for sixty (60) days from today's date. If I still desire a position with the company after this application expires, it will be my responsibility to fill out a new application and file it with the company. Otherwise, the company will not consider me for employment after this application expires.

Date of Application: \_\_\_\_\_ Signature as shown on Social Security Card: \_\_\_\_\_

# The Immigration Reform and Control Act (IRCA) Prohibits Employment Discrimination



## What You Should Know

Under IRCA, when hiring, discharging, or recruiting or referring for a fee, employers with four or more employees **may not**:

- Discriminate because of **national origin** against U.S. citizens, U.S. nationals, and authorized aliens. (Employers of 15 or more employees should note that the ban on national origin discrimination against any individual under Title VII of the Civil Rights Act of 1964 continues to apply.)
- Discriminate because of **citizenship status** against U.S. citizens, U.S. nationals, and the following classes of aliens with work authorization: permanent residents, temporary residents (that is, individuals who have gone through the legalization program), refugees, and asylees.

Employers can demonstrate compliance with the law by following the verification (I-9 Form) requirements and treating all new hires the same. This includes the following steps:

- **Establish a policy of hiring only individuals who are authorized to work.** A "U.S. citizens only" policy in hiring is illegal. An employer may require U.S. citizenship for a particular job **only** if it is required by federal, state, or local law, or by government contract.
- **Complete the I-9 Form for all new hires.** This form gives employers a way to establish that the individuals they hire are authorized to work in the United States.
- **Permit employees to present any document or combination of documents acceptable by law.** Employers **cannot** prefer one document over others for purposes of completing the I-9 Form. Authorized aliens do not carry the same documents. For example, not all aliens who are authorized to work are issued "green cards." As long as the documents are allowed by law and appear to be genuine on their face and to relate to the person, they should be accepted. Not to do so is illegal. Acceptable documents are listed on the reverse side.

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*IRCA established the Office of Special Counsel for Immigration-Related Unfair Employment Practices to enforce the IRCA antidiscrimination provision. Discrimination charges are filed with this Office. Charges or written inquiries should be sent to: The Office of Special Counsel for Immigration-Related Unfair Employment Practices, P.O. Box 27728, Washington, DC 20038-7728. For more information, call the OSC Employer Hotline at 1-800-255-8155 (toll free); 1-800-362-2735 (TDD device for the hearing impaired). For questions about Title VII, please contact the Equal Employment Opportunity Commission at 1-800-669-4000 (toll free) or 202-275-7518 (TDD).*

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# List of Acceptable Documents

## List A

## List B

## List C

### Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (*INS Form N-560 or N-561*)
3. Certificate of Naturalization (*INS Form N-550 or N-570*)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
6. Unexpired Temporary Resident Card (*INS Form I-688*)
7. Unexpired Employment Authorization Card (*INS Form I-688A*)
8. Unexpired Reentry Permit (*INS Form I-327*)
9. Unexpired Refugee Travel Document (*INS Form I-571*)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (*INS Form I-688B*)

OR

### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
  2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
  3. School ID card with a photograph
  4. Voter's registration card
  5. U.S. Military card or draft record
  6. Military dependent's ID card
  7. U.S. Coast Guard Merchant Mariner Card
  8. Native American tribal document
  9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
  11. Clinic, doctor, or hospital record
  12. Day-care or nursery school record

AND

### Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*INS Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
7. Unexpired employment authorization document issued by the INS (*other than those listed under List A*)

