RUNWAY FASHION EXCHANGE

EMPLOYMENT APPLICATION

Please print clearly and complete both sides of this employment application. Applications will remain active for one month.

We at RUNWAY Fashion Exchange are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, and sexual preference, national origin, age, marital status, or physical handicap. This includes, but is not limited to, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

Today's Date

Name (Last) (First) (Middle)

Have you ever worked or attended school under another name that we need to know to verify your records? If yes, name:
☐ Yes ☐ No

Permanent Address (Number, Street, City, State & Zip)

Social Sercurity Number

Date of Birth

Phone Number

Position Desired

Schedule Preferred
☐ Full Time (7-7 1/2 or More Hours Daily - 5 days)
☐ Part Time (Days / Evenings / Weekends)

What days are you NOT available to work?

Are you 18 years of age or older?
☐ Yes ☐ No

Currently Employed?
☐ Full Time ☐ Part Time ☐ Not Employed

List of Friends or Relatives currently employed by RUNWAY

List your interests, hobbies, special skills

Foreign language (s) spoken fluently which would be helpful in position sought

Do you have any physical condition which would prohibit you from performing the required duties of the position for which you are applying?
☐ Yes ☐ No If yes, please explain:

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

PREVIOUS EMPLOYMENT

List in order of employment starting with your present employment. Please account for all time, including present employment, military service, part time jobs, and periods of unemployment. If you held two jobs at the same time, be sure to list both jobs. State if any of these employers are related to you. Use an additional sheet if necessary.

Name of Business	Address of Business	Name of Supervisor	Salary Start	End	Job Title or Nature of Work	Reason for Leaving	Date From MO	YR	Date From MO	YR

AUTHORIZATION FOR BACKGROUND CHECK: ***I authorize Runway Fashion Exchange to verify employment, except as noted below, as well as conduct criminal and vehicular record check.***

Indicate those you do not wish contacted: _____

Signature of Applicant (do not print)

Date

EDUCATION

School	Name & Address of School	Course of Study	Date From MO	Date From YR	Date To MO	Date To YR	Circle Last Year Completed	List Dimploma or Degree
							1 2 3 4	
							1 2 3 4	
							1 2 3 4	

REFERENCES

Reference (not related to you) Occupation

Address Phone Number

How acquainted and for how long?

Reference (not related to you) Occupation

Address Phone Number

How acquainted and for how long?

Reference (not related to you) Occupation

Address Phone Number

How acquainted and for how long?

REFERRAL SOURCE

☐ Walk In ☐ Newspaper Ad ☐ Employee Referral (Name) _____ ☐ Other (Please List) _____

A good attendence record is an important part of every associate's performance. Do you know of any reason you may not be able to comply with RUNWAY FASHION EXCHANGE's attendence policy? If so, please explain:

IMPORTANT (PLEASE READ CAREFULLY BEFORE SIGNING)

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize RUNWAY FASHION EXCHANGE to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by RUNWAY FASHION EXCHANGE or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any aggreement for employment for any specific period of time, or to make any aggreement contrary to the foregoing.

I certify and acknowledge that I have read all of the above statements and fully understand them.

Signature of applicant (do not print) Date

OFFICE USE ONLY

Interviewed by: Date

Comments:

Referral Source: Hired: Not Hired:

Starting Date: Position: Salary: