

# Buddy's Home Furnishings Application for Employment Form #121 12/5/2008

Buddy's Home Furnishings is an Equal Employment Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin, age, handicap, disability, marital status and all other characteristics protected by law. The Company also reasonably accommodates individuals with handicaps, disabilities and bona fide religious beliefs and is a Drug-Free Workplace.

**POSITION APPLIED FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PERSONAL DATA

Last Name                                      First                                      Middle                                      Social Security Number

Street Address                                      City                                      State/Zip Code                                      Telephone No.

Are there any days or hours you will not work? Yes \_\_\_ No \_\_\_ If yes, please list the times you will not work \_\_\_\_\_

Will you work overtime, if required? Yes \_\_\_ No \_\_\_ When will you be able to start work? \_\_\_\_\_

**CRIMINAL RECORD: Answering "Yes" to these questions does not automatically exclude you from employment. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order, you are responsible for verifying the expunging or sealing prior to answering "NO". YOUR ANSWERS TO THESE QUESTIONS WILL BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS**

Have you ever been convicted of a felony, found guilty, or entered a plea of guilty or nolo contendere (no contest), been imprisoned, or been on probation even if adjudication was withheld? Yes \_\_\_ No \_\_\_

In the past seven years, have you been convicted of, found guilty, entered a plea of guilty or nolo contendere (no contest), been imprisoned, or been on probation or parole, even if adjudication was withheld, for any misdemeanor? Yes \_\_\_ No \_\_\_

Are you currently out on bond or your own recognizance pending trial or do you have charges pending? Yes \_\_\_ No \_\_\_

**If you answered "Yes" to any of the above questions, please provide details of the type of crime, date of conviction or plea and the penalty imposed.**

Can you, within three days after employment, submit documentation verifying you are legally eligible to work in the United States? Yes \_\_\_ No \_\_\_

Have you taken any illegal drugs in the last 30 days? Yes \_\_\_ No \_\_\_

How did you learn of our Company? \_\_\_\_\_

Have you ever applied or worked here before? Yes \_\_\_ No \_\_\_ If yes, provide dates: \_\_\_\_\_

List any relatives or friends currently employed here: \_\_\_\_\_

Please list the places you have lived in the last seven years, including city, county and state.

**EMPLOYMENT HISTORY** (Please complete for all full-time or part-time employment beginning with most recent employer)

Company Name \_\_\_\_\_

Tel #: ( ) \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed

From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

State job titles and describe job duties:

Reason(s) for leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAY WE CONTACT THIS EMPLOYER? YES**

**NO**

Company Name \_\_\_\_\_

Tel #: ( ) \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed

From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

State job titles and describe job duties:

Reason for leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Tel #: ( ) \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed

From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

State job titles and describe job duties:

Reason for leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Tel #: ( ) \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed

From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

State job titles and describe job duties:

Reason for leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY (cont.)

Please explain any gaps in your employment history \_\_\_\_\_

Have you ever been discharged or asked to resign? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Did you receive any discipline in the last 12 months of active employment? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

Were you given a performance evaluation within the last 12 months of active employment? Yes \_\_\_ No \_\_\_

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

Have you signed any non-compete agreement with any other employer that would restrict you from working with this company?

Yes \_\_\_ No \_\_\_ If so, please explain \_\_\_\_\_

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## PERSONAL REFERENCES

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

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## MILITARY (complete only if you served in the military)

Branch of Service: \_\_\_\_\_ Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at

Discharge: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job applied for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRIVING RECORD: (May or may not be considered depending on job applied for)**

Do you have a valid driver's license? Yes \_\_\_ No \_\_\_

License No. \_\_\_\_\_

Have you had any tickets in the last 5 years? Yes \_\_\_ No \_\_\_ If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_

Has your license ever been suspended or revoked? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_

Do you have any DUI or DWI convictions? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Do you have a reliable form of transportation to work? Yes \_\_\_ No \_\_\_

**APPLICANT'S ACKNOWLEDGMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I understand that, if employed, my employment with the Employer is not for a specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitute an employment contract for a definite duration or modification of the at-will employment relationship between me and the Employer.

I understand that any employment offer is contingent upon providing appropriate medical information including, but not limited to, successfully completing a pre-employment medical examination and a drug test.

I understand that as part of the application process, the Company may conduct a thorough background check on me, which may include procuring investigative consumer reports, requesting information from my previous employers, confirming my educational background, speaking with my references, checking my criminal history and verifying my driving records.

I acknowledge that this application will remain active for 14 days from this date. If I have not heard from the Company at the conclusion of this 14 day period, it is my responsibility to complete a new application if I still wish to be considered for employment by the Company.

As a condition of employment, I agree to have my paycheck directly deposited in my bank account or placed on a stored value card. I understand I will not receive a "paper" paycheck. I further understand that if I do not register for direct deposit or an alternative stored value card within the first two pay periods of hire, I will not be eligible for continued employment with the company.

Signature: \_\_\_\_\_

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