

Career Center

Sample Job Application

The following sample job application will give you an idea of what to expect when you apply for a job. You may be asked to fill out an application on the day of the interview, so make sure you are prepared to provide any necessary information about yourself and your employment history.

Retail Services Corporation--Application for Employment

Personal Information

First Name: _____
Middle Name: _____
Last Name: _____
Social Security Number: _____

Street Address: _____
City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____
Business Phone: _____

Have you ever applied for employment with us?
Yes: _____ No: _____ If yes, when?: _____

Position Desired

Title: _____
Desired Salary: \$ _____
If you prefer to work in a different zip code than where you currently live, please indicate where you would like to be located below.
City: _____ State: _____ Zip: _____

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____
Are you available to work holidays? Yes: _____ No: _____

When will you be available to begin work? ____/____ (Month/Year)

Are you 17 or older? Yes: _____ No: _____

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes: _____
No: _____
If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last 1 _____
No: _____

If yes, please explain: _____

Do you have other special training or skills (additional spoken or written languages, computer software

knowledge, machine operation experience, etc.)?

How did you hear of our organization?

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Availability

Days Available

Sun. ____ Mon. ____ Tues. ____ Wed. ____ Th. ____ Fri. ____ Sat. ____

Total Hours Available: _____ Hours Available: from _____ to _____

Education

High School: _____ City: _____ State: _____

College: _____ City: _____ State: _____

Course of Study: _____ # of Years Completed: _____

Did You Graduate? Yes: _____ No: _____ Degree: _____

Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

Position #1

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #2

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #3

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____
Weekly Pay: _____
Describe your work: _____

May we contact this employer? Yes: _____ No: _____
If not, why not? _____
Reason for leaving: _____

Conditions of Employment

Retail Services Corporation sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with RSC, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: _____ No: _____
If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that RSC retains the same rights. No RSC representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

Signature: _____ Date: _____

Printed Name: _____