



\* Fax to 214.270.0701 or Email to hr@waxstore.com \*

## EMPLOYMENT APPLICATION

### I. PERSONAL INFO

Date: \_\_\_\_\_ Social Security No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Mr. Miss. Mrs. (Circle) Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ DOB \_\_\_\_\_

Present Address \_\_\_\_\_ Street and Apt No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Address \_\_\_\_\_ Street and Apt No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

U.S. Citizen?  Yes  No If No, what country \_\_\_\_\_ Alien Card No \_\_\_\_\_

Do you have the legal right to work in the United States?  Yes  No Are you over 18?  Yes  No Who referred you? \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:** \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

### II. EMPLOYMENT DESIRED

Type of position desired \_\_\_\_\_ Minimum pay desired \_\_\_\_\_ Date you can start \_\_\_\_\_

Type of employment:  Full-time  Part-time  Temporary/Seasonal If Temporary, how long do you plan to work? \_\_\_\_\_

Please list days and times you are available to work. If available any hours, please indicate as "OPEN"

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you ever applied to or been employed by the Company before?  Yes  No If Yes, when and where \_\_\_\_\_

Do you have any friends or family members currently employed by the Company?  Yes  No If Yes, please list name(s): \_\_\_\_\_

### III. EDUCATION / TRAINING

School Name and Location	Attended From – To	Major or Degree	Graduated?	GPA
High School:				
College/University:				
Additional Education:				

List any special training and/or equipment requiring special skills that you are familiar with:

List any foreign languages spoken and level of competency: \_\_\_\_\_

List any hobbies, interests, or club activities: \_\_\_\_\_

Military Service in the Armed Forces of the United States:

Branch of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_ Dates Served \_\_\_\_\_ to \_\_\_\_\_

Rank at Separation \_\_\_\_\_ Are you required to take annual military training? \_\_\_\_\_ Present draft or reserve status \_\_\_\_\_

References: (List up to 3 people who have actual knowledge of your job performance)

Name	Telephone	Relationship	Years Acquainted

**IV. EMPLOYMENT HISTORY / WORK EXPERIENCE**

Please list all employers for the past five years with most recent employment first. Use additional paper if necessary

Company \_\_\_\_\_ Address \_\_\_\_\_ Tel \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ per \_\_\_\_\_ Final Pay \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Tel \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ per \_\_\_\_\_ Final Pay \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Tel \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ per \_\_\_\_\_ Final Pay \$ \_\_\_\_\_ per \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been convicted of a crime?  Yes  No If Yes, explain: \_\_\_\_\_  
Have you ever taken illegal substances?  Yes  No Are you willing to submit to a drug test upon employment?  Yes  No  
Do you have reliable transportation to work?  Yes  No Can you verify with documentation your eligibility to work in the U.S.?  Yes  No

Write why we should hire you in a few, short sentences:

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

Please read the following before signing:

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company, including credit check from the credit reporting agencies unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom the Company contacts, to provide the Company any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, my dismissal, from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company. I understand that no employee or representative of the Company, other than its president, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. Further, the president of the Company may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the president and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

Except as required in the performance of my duties, I understand and agree that I will not at any time during or after my employment use, disclose or disseminate any confidential information or any other information of a secret, proprietary, or generally undisclosed nature relating to the Company, or its products, customers, employees, plans or procedures. I agree to deliver to the Company any and all copies of confidential information, or other Company property, upon termination of the employment relationship or at any time upon the Company's request. I also agree not to solicit employees of the Company either during or for one year after employment to leave the Company and commence work with another company.

I also understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_ References checked? \_\_\_\_\_ Score \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_