



APPLICATION FOR EMPLOYMENT

Last Name

First Name

Middle Name

Address

City/State

Zip

Telephone Number(s)

Social Security Number

Position(s) Applying For

Date of Application

How did you learn about us?

Newspaper Advertisement

Internet Advertisement

Friend

Relative

Walk-In

Lee Michaels Associate: _____

Other: _____

Lee Michaels
FINE JEWELRY & DISTINCTIVE GIFTS



EQUAL OPPORTUNITY EMPLOYER



1. Have you ever filed an application with us before? Yes No

If yes, give date: _____

2. Have you ever been employed with us before? Yes No

If yes, give dates: _____

3. Are you currently employed? Yes No

4. May we contact your present employer? Yes No

5. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

6. Are you available to work: Full Time Part Time Seasonal

7. On what date would you be available for work? _____

8. What is your desired salary? _____

9. Can you travel if a job requires it? Yes No

10. Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

EDUCATION

| SCHOOL | NAME AND LOCATION OF SCHOOL | # OF YRS. COMPLETED | DID YOU GRADUATE? | DEGREE OR DIPLOMA |
|-------------|-----------------------------|---------------------|-------------------|-------------------|
| College | | | | |
| High School | | | | |
| Other | | | | |



ADDITIONAL INFORMATION

1. Summarize any special job-related skills and qualifications acquired from employment or other experiences. _____

2. State any additional information you feel may be helpful to us in considering your application.

3. List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

REFERENCES

| | | | |
|----|-------|---------|---------|
| 1. | _____ | _____ | () |
| | Name | Address | Phone # |
| 2. | _____ | _____ | () |
| | Name | Address | Phone # |
| 3. | _____ | _____ | () |
| | Name | Address | Phone # |

APPLICANT'S STATEMENT

I hereby declare that the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application or in interview(s) shall be considered cause for dismissal. I understand that if I am employed by the Company that my employment will be on an "at will" basis, which means that I may resign at any time and the Employer may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the company president. I understand, also, that I am required to abide by all rules and regulations of the employer.

I authorize investigation of all statements contained in this Application for Employment as necessary in arriving at an employment decision.

The Policy of this Company does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability and complies with all Federal and State laws regarding equal employment opportunity.

Signature

Date