

QUEEN'S STORES

BUY RITE INC., QUEEN-MORRIS VENTURES, QUEEN ENTERPRISES EMPLOYMENT APPLICATION

PLEASE PRINT

PERSONAL

SOCIAL SECURITY # _____ NAME: First _____ Middle _____ Last _____

CURRENT ADDRESS: STREET _____ City _____ State _____ Zip Code _____

How long at this address? _____ Telephone Number: _____

Emergency Contact Name _____ Emergency Phone Number: _____

FORMER ADDRESS: STREET _____ City _____ State _____ Zip Code _____

Are you eligible to work in the U.S.? _____ **Proof of eligibility is required before you can be hired.**

Are you at least 18 years old? _____ If not 18, date of birth: _____ Date available to work: _____

Have you ever applied for a job with Queen's before? _____
(yes/no) when where

Are you now on layoff or leave from another employer? _____
(yes/no) name of employer date of layoff/leave

Have you ever had a felony conviction? _____ **Conviction will not necessarily disqualify from employment.**

If yes to above, explain: _____

WORK PREFERENCES

Position applying for: _____
Indicate Full-time, Part-time, Seasonal, etc.

Will you work Shifts? _____ Minimum salary requirement: _____

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a member of store management.

The Queen's Stores are an Equal Opportunity Employer. We will not discriminate against any employee or applicant due to age (as defined by law) religion, sex, race, color, national origin, or because they are handicapped, a disabled veteran or a Vietnam era veteran. Answers to application questions will be utilized for job-related information only.

AVAILABILITY WORKSHEET

Print Name: _____

Date: _____

Please 'X' out each hour you are **NOT** available to work

	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	A	A
	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5
SUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that my work schedule will be based on my availability - as noted on this form.

Signed: _____

This store's hours are: _____

EDUCATION

Last grade of elementary or High School completed: _____

Include: grade completed, school name, city, and state

COLLEGE: _____

Name / City / State	Dates	GPA	Degree?	Field of Study
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COLLEGE: _____

Name / City / State	Dates	GPA	Degree?	Field of Study
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List other job-related educational institutions, licenses, certifications, and job skills (e.g. word processing, computer etc.)

EMPLOYMENT

Provide employment history as completely as possible beginning with most recent employer (include military service).

Employer Name, Address, Telephone

Dates	Full or Part-time	Salary	Name of Immediate Supervisor
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Job title	Job duties performed
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Job duties performed (continued)

Reason for leaving

Employer Name, Address, Telephone

Dates	Full or Part-time	Salary	Name of Immediate Supervisor
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Job title	Job duties performed
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Job duties performed (continued)

Reason for leaving

Employer Name, Address, Telephone

Dates	Full or Part-time	Salary	Name of Immediate Supervisor
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Job title	Job duties performed
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Job duties performed (continued)

Reason for leaving

(References / Agreement on back of this page)

REFERENCES

List at least two responsible adults who have knowledge of your work ethic, experience, and ability.
(Do not include relatives, former or present employers, or fellow employees).

Name: _____

Address: _____

Phone#: _____ Occupation: _____

Name: _____

Address: _____

Phone#: _____ Occupation: _____

AGREEMENT

As an applicant for employment with the Queen's Stores, I understand and agree to the following:

1. This application will remain on active file for 60 days, if I am hired within this period, this form will be transferred to my personnel file.
2. If I am not hired within 60 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with Queen's.
3. Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my termination from employment.
4. If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the rules and regulations of the Queen's Stores.
5. My employment is not guaranteed for any term, and my employment may be terminated by the company or myself at any time and for any reason. No management official is authorized to make any assurance or promise (written, oral, or implied) of continued employment.
6. All information (including information on any accompanying resume) is subject to verification.
7. I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying resume) to release any information to Queen's that may be required to make an employment decision. Furthermore, I hereby release from liability and hold harmless all persons and organizations supplying this information to the Queen's Stores and/or its agents (this includes law enforcement background checks). A photocopy of this authorization is as effective as the original.

Print Name

Signature

Date

Summary of Interview (to be filled out by interviewer)

Interviewer Name and Date
