



## APPLICATION FOR EMPLOYMENT

We at Once Upon A Child are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, genetic information or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

### PLEASE PRINT

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Email (optional) \_\_\_\_\_ Social Security # \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Referred by \_\_\_ Advertisement \_\_\_ Agency \_\_\_ Person \_\_\_ Other \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? \_\_\_ Yes \_\_\_ No

State age if under 18 \_\_\_\_\_

Position applying for \_\_\_\_\_

Salary expected \_\_\_\_\_

Are you available to work - \_\_\_\_\_ Full-time \_\_\_\_\_ Part-Time

Specify schedule limitations  
\_\_\_\_\_  
\_\_\_\_\_

Date available for work \_\_\_\_\_

Were you previously employed by any Once Upon a Child us? \_\_\_ Yes \_\_\_ No

If yes, when and where \_\_\_\_\_

Other name(s) used while attending schools or places of employment indicated on this form  
\_\_\_\_\_

This job will require the ability to lift 40 pounds and to stand for extended periods of time. Can you perform the functions of this job with or without reasonable accommodations? \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No

If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.)

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Military Service?  Yes  No Branch of service and rank \_\_\_\_\_

Dates of Service \_\_\_\_\_

Special Training

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## EDUCATION

High School Diploma/GED No  Yes  Currently student? \_\_\_\_\_

College No  Yes  Number of years attended \_\_\_\_\_ Degree attained \_\_\_\_\_

Vocational No  Yes  Number of years attended \_\_\_\_\_ Degree attained \_\_\_\_\_

Other - Specify

Name of Institution, Years attended, Course of Study

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Scholastic Average \_\_\_\_\_

Additional comments regarding education

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## SKILLS

List Computer Software Packages in which you are proficient \_\_\_\_\_

Point of Sale System (cash register) \_\_\_\_\_

Other Skills \_\_\_\_\_

## EMPLOYMENT HISTORY

(List present or most recent employer first)-

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

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Salary/Hourly Wage \_\_\_\_\_ Date started \_\_\_\_\_ Date left \_\_\_\_\_

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

Job Description

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Reason for Leaving:

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

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

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Salary/Hourly Wage \_\_\_\_\_ Date started \_\_\_\_\_ Date left \_\_\_\_\_

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

Job Description

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

Reason for Leaving:

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

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

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Salary/Hourly Wage \_\_\_\_\_ Date started \_\_\_\_\_ Date left \_\_\_\_\_

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

Job Description

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

Reason for Leaving:

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

**AUTHORIZATION FOR BACKGROUND CHECK:**

*I authorize Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check.*

Indicate those you do not wish contacted: \_\_\_\_\_

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

**REFERENCES**

**Please list three persons other than relatives or personal friends, who can judge your work ability.**

1) Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

3) Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

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**PLEASE READ**

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. I fully understand and agree to all statements above.

\_\_\_\_\_  
Signature Date

**OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Referral Source \_\_\_\_\_ Hired \_\_\_\_\_ Not Hired \_\_\_\_\_

Starting Date \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Location \_\_\_\_\_ Reporting To \_\_\_\_\_