

HOME FABRICS & RUGS

Application for Employment

Please Print

Date of Application: _____

Name: _____ Social Security # _____ - _____ - _____
Last First MI

Address: _____
Street City State Zip code

Telephone # (_____) _____ Mobile/Beeper/Other Phone # (_____) _____

Position Applied for: Associate Assistant Manager Manager Other: _____
Please Circle Appropriate Position

Are you able to perform the essential functions of the position for which you are applying with reasonable accommodations? Yes No

Referral Source: ___ Advertisement ___ Employee ___ Internet ___ Walk-In ___ Other: _____

Date Available: _____ Desired Salary Range: _____

Type of Employment Desired: ___ Full Time ___ Part Time ___ Temporary

Will you relocate if job requires it? ___ Yes ___ No Will you travel if job requires it? ___ Yes ___ No
Will you work overtime if required? ___ Yes ___ No

Available Hours: ___ Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun
Please place an "X" in any days you are not available

Are you legally authorized to work in the United States?..... Yes No

Are you 18 years of age or older? Yes No

Have you submitted an application with HomeFabrics and Rugs before?..... Yes No
If yes, give dates, position, and location _____

Have you ever been employed with HomeFabrics and Rugs before?..... Yes No
If yes, give dates, position, and location _____

Do you have a valid driver's license?..... Yes No
Driver's License # (if driving is an essential job function) _____ State _____

Background Information

Note: Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of offenses, seriousness and nature of the violation, and rehabilitation will be taken into account

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic offense? Yes No
If yes, please list offense, date, and adjudication _____

HomeFabrics and Rugs is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, national origin, or disability status

Education Background:

Please indicate education or training which you believe qualifies you for the position you are seeking

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: ___ Yes ___ No

G.E.D.: ___ Yes ___ No

School(s) _____ City/State _____

College: Number of Years Completed (circle one) 1 2 3 4 5 6

Diploma: ___ Yes ___ No

Degree: _____ **Major:** _____

Other Training or Degrees:

School _____ City/State _____

Course _____ Degree/Certificate earned _____

Employment History

Starting with you most recent employer, provide the following information for current and past employers during the past 7 years. Explain any gaps in employment

Employer: _____ Telephone # _____ From _____ To _____

Address _____ City/State _____ Zip _____

Immediate Supervisor and Title _____

Starting Base Salary/Wage _____ Ending Base Salary/Wage _____

Reason For Leaving: _____

May we contact for Reference? ___ Yes ___ No ___ Later

Employer: _____ Telephone # _____ From _____ To _____

Address _____ City/State _____ Zip _____

Immediate Supervisor and Title _____

Starting Base Salary/Wage _____ Ending Base Salary/Wage _____

Reason For Leaving: _____

May we contact for Reference? ___ Yes ___ No ___ Later

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Address _____ City/State _____ Zip _____

Immediate Supervisor and Title _____

Starting Base Salary/Wage _____ Ending Base Salary/Wage _____

Reason For Leaving: _____

May we contact for Reference? Yes No Later

References

List name and telephone number of three business/work references that are not relatives.

Name	Telephone	# of Years Known

Applicant's Certification and Agreement

I certify that all information I have provided in order to apply for and secure work with HomeFabrics is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, HomeFabrics, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding HomeFabrics, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that HomeFabrics does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 6 (six) months. At the conclusion of that time, if I have not heard from HomeFabrics and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and HomeFabrics reserves the same right to terminate my employment with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT CERTIFICATION

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Certification and Agreement.

Signature of Applicant: _____ Date ____/____/____