



1576 Wilkson Lane
 Chambersburg, PA 17202
 Phone: 717-263-4162
 Email: gwkmanager@gmail.com

Application for Employment

PLEASE PRINT CLEARLY

Date of Application: ____/____/____

PERSONAL INFORMATION				
Last Name:		First Name:		Middle Initial:
Street Address:			Apartment/Unit #:	
City:		State:	Zip Code:	
Home Phone: ()		Email Address:		
Cell Phone: ()		Are you 18 or older? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date of Birth:
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever worked for Golden Wood before? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, what position? _____		
		Dates employed: _____		Reason for leaving: _____
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO		If so, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Does anyone presently working for Golden Wood know you? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, whom and relationship? _____		
Have you ever been convicted of any felony or misdemeanor? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please state the nature of the offense(s), date(s) of occurrence, and sentencing information.		

EMPLOYMENT INFORMATION							
Hours desired:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual (Hours not guaranteed)	<input type="checkbox"/> Seasonal		
Date available for work:		Number of hours per week desired:			Salary expected:		
Are you available to work any day at any given time? <input type="checkbox"/> YES <input type="checkbox"/> NO		If no, please list availability below. Place an X in the box if you cannot work that day!					
**If you are hired, we will attempt to accommodate your schedule, however, management reserves the right to schedule hours as necessary for store coverage and business reasons, which may include weekends, evenings, and holidays. (Some Saturday hours are required.)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM							
TO							
ADDITIONAL INFORMATION:							
Do you play a school sport? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, list the sport(s) you play: _____					
If hired, how long do you anticipate working for Golden Wood? _____							

EDUCATION		Are you currently attending school? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Name of School (Include City & State)	Grades/Years Completed	Subject(s) Studied/Degree(s)	Did you graduate?	GPA
High School		8 9 10 11 12 GED			
College		1 2 3 4			
Graduate School		1 2 3 4			
Other		1 2 3 4			

EMPLOYMENT HISTORY		Provide the following information for your past three employers, starting with the most recent.		<input type="checkbox"/> I am applying for my first job.	
Name of Employer:			Phone:		
Address:			Name of Immediate Supervisor:		
Job Title:		Starting Salary: \$		Ending Salary: \$	
Summarize Job Responsibilities:					
Dates Employed: From:		To:		Reason for Leaving:	
May we contact your employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Name of Employer:			Phone:		
Address:			Name of Immediate Supervisor:		
Job Title:		Starting Salary: \$		Ending Salary: \$	
Summarize Job Responsibilities:					
Dates Employed: From:		To:		Reason for Leaving:	
May we contact your employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Name of Employer:			Phone:		
Address:			Name of Immediate Supervisor:		
Job Title:		Starting Salary: \$		Ending Salary: \$	
Summarize Job Responsibilities:					
Dates Employed: From:		To:		Reason for Leaving:	
May we contact your employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					

MILITARY SERVICE	
Branch:	From: To:
Rank at Discharge:	Type of Discharge:
If other than honorable, please explain:	

GENERAL INFORMATION

Do you have any pet care experience? YES NO If yes, please explain:

Do you have any customer service experience? YES NO If yes, please explain:

List any job related skills:

List your activities/hobbies:

Have you ever been fired or asked to leave a job, school, or position for any reason? YES NO

If yes, please explain:

How many days have you missed from school or work in the past year other than approved vacations or disability leave? Please include all sick days.

How many days have you been late to work or school in the past year?

What is your main reason for applying for a job at Golden Wood?

Do you have any expectations of Golden Wood?

Where did you learn of this opportunity? (Please check all that apply.)

Newspaper Walk In Employee Referral Other _____

REFERENCES

List the names of three persons not related to you - managers, professors, or teachers highly recommended.

NAME	PHONE NUMBER	OCCUPATION	RELATIONSHIP TO YOU	YEARS ACQUAINTED
	()			
	()			
	()			

When we check with these references, what do you think they will name as your greatest strengths?

When we check with these references, what do you think they will name as areas you may need improvement in?

DISCLAIMER AND SIGNATURE

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

I hereby authorize Golden Wood to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references, as well as release from liability the employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Golden Wood and myself.

I acknowledge that this application expires after 30 days.

Applicant Signature:

Date: