

Gruene Antique Company
 1607 Hunter Rd
 New Braunfels, Tx. 78130
 830-629-7781

Application for Employment

Position applied for: _____ Date: _____

Your Name: _____ Date you can start: _____
LAST FIRST MI

Social Security No. _____ Phone No (s) _____

Present Address _____
STREET CITY STATE ZIP

Permanent Address _____
STREET CITY STATE ZIP

Are you eligible for employment in the USA? Yes _____ No _____ Salary Requirements: _____ per _____

Have you ever been employed by the Molak Corp? Yes _____ No _____ If yes, where? _____

In case of emergency, notify:

Name: _____ Phone No. _____

Address _____
STREET CITY STATE ZIP

How were you referred to Gruene Antique Company (if newspaper, which one)?

Please name friends/family that work for the Molak Corporation: _____

AVAILABILITY TO WORK

If you are a student or have another job, please supply us with a schedule of your school and/or work schedule

Do you have transportation? Yes _____ No _____
 Can you work Holidays? Yes _____ No _____
 Can you work nights & weekends? Yes _____ No _____

EDUCATION

	Circle years completed				Year Graduated
High School	9	10	11	12	
College	1	2	3	4	
Other Training					

EMPLOYMENT HISTORY

Starting with your present or last employer: List all firms with whom you have worked in the last 5 years. Include periods of unemployment, suspension from work, self-employment, & any jobs held while in school. Use additional sheets if more space is necessary.

Name of firm: _____ Start Date: _____ End Date: _____
 Address: _____ Phone No (including area code) _____
 Position Held: _____ Beginning Salary _____ Ending Salary _____
 Duties: _____
 Immediate Supervisor's Name: _____ Position: _____
 Reason for leaving: _____

Name of firm: _____ Start Date: _____ End Date: _____
 Address: _____ Phone No (including area code) _____
 Position Held: _____ Beginning Salary _____ Ending Salary _____
 Duties: _____
 Immediate Supervisor's Name: _____ Position: _____
 Reason for leaving: _____

Name of firm: _____ Start Date: _____ End Date: _____
 Address: _____ Phone No (including area code) _____
 Position Held: _____ Beginning Salary _____ Ending Salary _____
 Duties: _____
 Immediate Supervisor's Name: _____ Position: _____
 Reason for leaving: _____

REFERENCES

List persons who have known you well for at least 3 years. No relatives or former employers please.

Name & Occupation	Years Known	(Area Code) Phone No.	Address

ACTIVITIES

List high school and college activities, in which you are involved, leadership positions held, honors received, hobbies you enjoy.

To what community, social, & professional organizations do you belong? Also list offices held.

What book, magazines, journals, etc, do you read frequently?

PERSONAL & PROFESSIONAL GOALS

The following questions are designed to provide insight into your goals & ambitions.

What are your personal/professional goals for the next twelve months?

Why do you want to work in a retail store/Gruene Antique Co?

What reservations do you have about working in a retail store?

Background Check

Within the last ten years, have you been convicted of, pled guilty to, or received deferred adjudication for, any crime other than a minor traffic violation?

Yes _____ or No _____

If yes, describe:

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

➤ I understand and agree that I may be required to take one or more: physical examinations; lie detector test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by Gruene Antique Company and to release Gruene Antique Company, its directors, officers, agents, or employees from any claim arising in connection with the use of such test(s).

Initial: _____

➤ I have been advised that lie detector tests, as a condition of hiring or continued employment, are prohibited by law.

Initial: _____

➤ I understand that one of the conditions for working at Gruene Antique Company is that I must be able to work weekends and holidays. I also understand that should my availability to work weekends and holidays change, I may be terminated due to lack of work.

Initial: _____

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.

In consideration of my employment, I agree to conform to Gruene Antique Company rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause or notice, at any time, at either my or Gruene Antique Company option. I also understand and agree that Gruene Antique Company may change terms and conditions of my employment, with or without cause or notice at any time

Signature: _____

Date: _____