



# APPLICATION FOR EMPLOYMENT

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

## JOB DESCRIPTION

Party Land associates must be dependable and energetic individuals that show enthusiasm for working with people. Duties include (but are not limited to) providing customer service, correctly ringing up sales, inflating and arranging balloons, and performing daily tasks to keep the store clean and highly functional. Position requires a level of physical ability allowing associate to tie balloons, merchandise shelves and ceiling, handle helium tanks, and handle incoming shipments. Associates must be available for weekend and holiday shifts.

Party Land does not hire summer-only employees.

Date of Application \_\_\_\_\_

**PERSONAL BACKGROUND**

Name \_\_\_\_\_ SS # \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Referred By \_\_\_\_\_

Position Applying for \_\_\_\_\_ Date you can start \_\_\_\_\_

Full Time  Part Time  # of Hours Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

**AVAILABILITY**

Put an "X" in the box(es) corresponding to days/times you are **NOT** available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	X	X	X	X	X		X
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							X
7:00 pm							X
8:00 pm						X	X

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes  No

If you are a minor, can you produce the work certificate necessary to obtain employment? Yes  No

Will you be able to perform the essential job functions for the position you are applying for? Yes  No

Have you ever been convicted of a felony which is substantially related to the functions or qualifications of the positions for which you are applying? (Note: This question does not apply to convictions, which have been expunged or sealed. A conviction record will not necessarily be a bar to employment.) Yes  No

If so, please describe fully the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s). \_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR ARE OF STUDY
HIGH SCHOOL		9 10 11 12/GED	
COLLEGE		1 2 3 4	
TRADE, BUSINESS OR GRADUATE SCHOOL			

**WORK EXPERIENCE**

Please list below your last four employers, starting with your present of last place of employment. You may include any verifiable work performed on a volunteer basis, internship or military service.

Date Mo./Yr.	Name, Address, and Phone # Of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
Fr. To					
Fr. To					
Fr. To					
Fr. To					

**REFERENCES**

Please give the names of three additional work-related references that we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

	Name & Position	Company	Telephone #
1.	_____		
2.	_____		
3.	_____		

**APPLICANT'S STATEMENT**

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or myself. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_