



APPLICATION FOR EMPLOYMENT

5350 N Blackstone Ave, Fresno, CA 93710 (559) 225-1500

Dear Applicant, please download this form, fill it out, and hand-carry it to Allard's Art. We'd like to meet You. Thank You for Your interest!

PERSONAL INFORMATION:

DATE:

Name: (Last, First, Middle)		Email Address:	
Present Address: (Street, City, State, Zip)			
Permanent Address: (Street, City, State, Zip)			
Phone Number: Mobile ()		LandLine ()	
State Name & Relationship of Any Relatives in Our Employ:		Soc. Sec #	
		Referred By:	

EMPLOYMENT DESIRED:

Position:	
Date You Can Start:	Salary Desired:
Are You Employed Now?	May We Contact Your Employer?
Have You Ever Applied to Allard's Before?	When?

EDUCATION: (List Name & Location) Graduated (Y/N) Major GPA

Grammer School			
High School			
College/University			
Other			

OTHER INFORMATION:

Subjects of Special Study or Research Work:
Special Training:
Activities (Civic, Athletic, Etc):
Please list Your Art experience(classes etc)
Have You worked in Customer Service?
Do You have Retail experience?

Exclude Organizations, the name or character of which indicates the race, creed, sex, marital status, age, color, or national origin of its members.

APPLICATION FOR EMPLOYMENT

FORMER EMPLOYERS: List the Last Four Employers, Starting with the Present/Most Recent.

Date: Month/Year	Name & Address of Employer	Position	Reason for Leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

REFERENCES: Give the Names of Three Persons Not Related to You, Whom You Have Known at Least 1 Year.

Name	Address	Business	Years Acquainted

IN CASE OF EMERGENCY, NOTIFY:

ADDRESS:

PHONE#

I AUTHORIZE INVESTIGATIONS OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND & AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNED:

DATE:

APPLICANT - DO NOT WRITE BELOW THIS LINE

Interviewed by:

DATE:

Remarks:

If Enrolled in School, where & current schedule:

Neatness:

Ability:

Hired:

Department:

Position:

Approvals:

EMPLOYMENT QUESTIONNAIRE

PHYSICAL RECORD

Do you have any physical condition or handicap, which may limit your ability to perform the job for which you are being considered? ___yes ___no

Note: We comply with the American with Disabilities Act (ADA) and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential functions.

If YES, describe the functions that cannot be performed:

HOURS OF WORK

We require flexibility in scheduling our staff to meet our customer's needs.

Would you be able to work a shift until 6:15 p.m.?

___yes ___no

Would you be able to report for work by 9:00 a.m.?

___yes ___no

Would you be able to work Saturdays?

___yes ___no

During Back-2-School, the Holidays, & for Special Events, we expand our hours.

Would you be able to work Sunday afternoons?

___yes ___no

Would you be able to work evenings until 7:00 p.m.?

___yes ___no

Would you be able to work evenings until 8:00 p.m.?

___yes ___no

FOR EMPLOYMENT VERIFICATION

Have you ever used another name? ___yes ___no

If yes, please list the other names needed to verify prior employment:

Does your employment/association background include any other art, craft, framing, gallery, or pen stores or associations? If YES, please list with dates: ___yes ___no

IF UNDER THE AGE OF 18

Can you, after hire, submit a Work Permit? ___yes ___no

CAN YOU, AFTER HIRE Submit verification of your legal right to work in the United States? ___yes ___no

PLEASE LIST ANY LANGUAGE

That you speak, read, or write that is relevant to the position for which you are applying:

SKILL SUMMARY & COMMENTS

Use this space to summarize how the skills you've acquired from your educational, employment & life experiences have prepared you for the position for which you are applying. In addition, comment on why you want to work for Allard's Art, your goals & interests, and how you feel you can contribute to our mission of being a profitable, customer driven company that is perceived as excellent by customers, suppliers, & staff.

SIGNATURE: _____ DATE: _____