



APPLICATION FOR EMPLOYMENT

Date	Position Desired	Salary Desired
Date Available For Employment	Referred By	Social Security No.

Shred Shop does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, or marital status; or on the basis of age; or on the basis of physical or mental handicap not limiting applicant's ability to perform satisfactorily the job available; or to disable veterans and to Vietnam veterans. No question on this form is intended to secure information to be used for such discrimination.

Last Name	First	Middle	Date Of Birth
Residence/Street Address	Apartment #	E-Mail Address	
City	State	Zip	
Home Telephone	Other Phone	In Case of Emergency Please Notify: Name: _____ Tel. #: _____	
If less than 18 years of age, can you submit a work permit after employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can you, after employment, submit verification of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

DATES EMPLOYED	EMPLOYERS		
Present or Last Employer From _____ To _____ Mo./Yr. Mo./Yr.	Company	Address	
	Telephone	Supervisor	
	Position & Duties		
	Hourly Wage or Monthly Salary \$ _____ Start \$ _____ Last		Reason for Leaving
Next Previous Employer From _____ To _____ Mo./Yr. Mo./Yr.	Company	Address	
	Telephone	Supervisor	
	Position & Duties		
	Hourly Wage or Monthly Salary \$ _____ Start \$ _____ Last		Reason for Leaving
Next Previous Employer From _____ To _____ Mo./Yr. Mo./Yr.	Company	Address	
	Telephone	Supervisor	
	Position & Duties		
	Hourly Wage or Monthly Salary \$ _____ Start \$ _____ Last		Reason for Leaving

NAME OF SCHOOL	LOCATION	NUMBER OF YEARS	DIPLOMA OR DEGREE	MAJOR STUDIES
Trade, Business or Other Schools				

Office Machines You Operate
 Calculator Computer Cash Register Credit Card Machine Other _____

Cash Handling Experience Yes No

Have you ever been convicted of a crime other than traffic tickets or other infractions? (Conviction is not an automatic bar to employment.) Yes No If "yes," please explain

References		
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

ESSAY - Tell us about yourself: your ambitions, qualifications, and reasons for wanting employment with us? Tell us if you think your customer service skills are to the level of excellence that the Shred Shop demands?

I hereby certify that I have been informed of the duties of the position for which I am applying, and that the information on this application is correct and complete to the best of my knowledge. I agree to have any of the statements checked by the company unless I have indicated to the contrary, further, I understand that my employment may be subject to fingerprint, proof of age, proof of U.S. citizenship or legal right to remain permanently in this country, and that falsification or omission of any material information on this application, if I receive a job offer, may be considered sufficient cause for immediate termination. I agree that if employed, I will abide by all policies and procedures established by the employer.

I hereby acknowledge that my employment is "at will," that I may resign at any time and the employer may terminate my employment at any time, with or without cause, that any assurance of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the "at will" employment relationship unless specifically acknowledged in writing by the president and vice president of Shred Shop. Signature of Applicant _____

Date _____