



## APPLICATION FOR EMPLOYMENT

It is the policy of A.W. Brown to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, the presence of mental or physical disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

<b>PERSONAL INFORMATION</b> (Please Print)				
<b>Name</b>	Last	First	Middle	<b>Today's Date</b> (M/D/Y)
<b>Email</b>				
<b>U.S Applicant only:</b> Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Are you 18 years of age or older? Yes ___ No ___ (A.W. Brown is required to comply with federal, state or provincial law)	
<b>Present Address</b>		Street	City	State
				Zip Code
<b>Phone Number</b>	Daytime	Evening	Cell Number	
<b>Referred By</b>				

<b>EMPLOYMENT DESIRED</b> (If you are applying for a retail hourly position, please keep in mind that the availability of hours will vary for each dept.)							
Position	Department	Salary Desired				Date You Can Start	
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime if necessary? Yes ___ No ___ Is there anything that you know of that will keep you from getting to work on time? Yes ___ No ___ If yes explain: _____							

EDUCATION	Name and Address of School	Circle Last Years Completed				Did You Graduate? When?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School		1	2	3	4	Y	N	
College		1	2	3	4	Y	N	
Trade, Business, or Correspondence School		1	2	3	4	Y	N	

List your skills you feel are relevant to the position applied for \_\_\_\_\_

**SKILLS** For Office/Administration positions only:    Typing WPM \_\_\_\_\_    10-Key Yes \_\_\_ No \_\_\_

Computer Proficiency:     Word for Windows     Excel     Other: \_\_\_\_\_

Have you shopped in our store before? \_\_\_\_\_ If so describe your experience. \_\_\_\_\_

What do you like about A.W. Brown? \_\_\_\_\_

Why would you like to work for A.W Brown? \_\_\_\_\_

What could you offer A.W. Brown if you were hired? \_\_\_\_\_

**FORMER EMPLOYERS**

List below current and last three employers, starting with the most recent first. Please include any volunteer work which may be related to the position you are applying for. Please complete even if resume is attached.

Date (M/D/Y)

From To	Current Employer (Name and Address of Employer)		Position	Reason for Leaving
Title and Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From To	Previous Employer (Name and Address of Employer)		Position	Reason for Leaving
Title and Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From To	Previous Employer (Name and Address of Employer)		Position	Reason for Leaving
Title and Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From To	Previous Employer (Name and Address of Employer)		Position	Reason for Leaving
Title and Duties Performed				
Supervisor's Name		Phone Number		May We Contact?

**REFERENCES**

Please give the names of three references, which you have known at least one year.

Name	Address & Phone Number	Relationship	How Long Have You Known This Person?
1.			
2.			
3.			

I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous information may be grounds for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability that may result from furnishing the same to you. These policies do not create any promises or contractual obligations between this company and its employees. My employment is at will, which means I am free to terminate my employment at any time, for any reason, with or without cause, and the company has the same right.

Signature \_\_\_\_\_

Date \_\_\_\_\_

A.W. Brown reaffirms its policy of providing Equal Employment Opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, ancestry, sexual orientation, handicap or disability, or Vietnam-era or special veteran status. This policy is established and administered in accordance with all applicable federal and state laws.