

 The Reid Group  
Retail Division  
Brockport, New York

# Application For Employment

K&K Food Marts  
500 Holley Street  
Brockport, NY 14420  
(585) 637-8743

Crosby Marts  
495 S. Kendall Ave.  
Bradford, PA 16701  
(814) 368-8665

For Office Use Only

Applicant Name _____	Date _____	Applicant pre-screen complete	_____ yes _____ no
Managers Signature _____	Date _____	Would recommend for interview	_____ yes _____ no



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***ALL QUESTIONS MUST BE ANSWERED***

***PLEASE PRINT ALL INFORMATION***

Full Name: (first, middle, last)

Date:

Present Street Address:

City

State

Zip Code

Home Telephone

( ) ( )

Other Telephone

( ) ( )

How were you referred to us?

Are you legally permitted to work in the U.S.?

YES  NO

Have you ever applied to this company

before? YES  NO

Type of employment desired:

Full - Time

Part - Time

Temporary

Seasonal

What position are you applying for?

Salary expected

\$

Lowest considered

\$

How many hours per week can you work?

Number of years experience in this work?

Can you work the following:

Days YES  NO

Evenings YES  NO

Saturdays YES  NO

Sundays YES  NO

Holidays YES  NO

Overnights YES  NO

Have you ever been employed by this company? YES  NO

Do you presently have any relatives working for this company?

YES  NO

Are you 18 or Older?

YES  NO

Do you have working papers, if necessary?

YES  NO

Have you ever been discharged or asked to resign from any job in connection with a loss of money, merchandise or equipment? YES  NO

Have you ever been discharged or asked to resign from any position? If so, explain:

YES  NO

Which locations are you willing to work?

### PERSONAL REFERENCES:

Please provide below the names, addresses and telephone numbers of three people whom you have known for a minimum of three (3) years and which we can contact for references. DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.

NAME	ADDRESS	YEARS	TELEPHONE	OCCUPATION	KNOWN

**EMPLOYMENT RECORD:**

*Please complete this section even if a resume is provided.* List by month and year all jobs you have held, including your present employer, during the past fifteen (15) years. Include part-time, temporary, military service assignments and volunteer activities.

		Dates		
	Name and Address of Employer	Employed	Salary	Reason for leaving
Telephone #		From:		
Job Title		To:		
		Immed. Supv.		
Telephone #		From:		
Job Title		To:		
		Immed. Supv.		
Telephone #		From:		
Job Title		To:		
		Immed. Supv.		
Telephone #		From:		
Job Title		To:		
		Immed. Supv.		
Telephone #		From:		
Job Title		To:		
		Immed. Supv.		

**EDUCATION:** Please circle below the proper number of years of schooling that you have completed.

<u>ELEMENTARY</u>		<u>HIGH SCHOOL</u>	<u>COLLEGE/UNIVERSITY</u>	<u>GRADUATE SCHOOL</u>
1	5	9	13	17
2	6	10	14	18
3	7	11	15	19
4	8	12	16	20

Name of school(s) or college(s) attended:

List degree(s) awarded from educational institutes:

Have you attended any other special school(s)? If yes, please explain

**MILITARY RECORD:**

Branch of Service	From (Mo/Yr)	To (Mo/Yr)	Do you have any experience from your military service that would be relevant to the job(s) for which you are applying? If yes, please explain. YES <input type="checkbox"/> NO <input type="checkbox"/>
Rank	Present Membership	Type of Discharge *	
* A dishonorable discharge is not an absolute bar to employment.			

Are you or have you ever been a member of any organization which advocates overthrow of the United States Government by force or any illegal or unconstitutional method? YES  NO

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**ADDITIONAL INFORMATION:**

List school, civic or business activities and offices held that might aid you in performing the job(s) for which you have applied or for which you may have an interest. Omit any items that tend to identify your race, sex, national origin, age or handicap.

Do you have a valid New York State Driver's License? YES  NO

CLASS: Ordinary  A  B  C  D

Have you had your driver's license revoked or suspended in the past five (5) years? YES  NO

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Have you ever been convicted of violating any criminal law including DWI? NOTE: A yes answer does not automatically disqualify you from employment. YES  NO

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Have you attended any job-related seminars in the last year? YES  NO

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In your opinion are you financially stable at the present time? If no, explain. YES  NO

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What job (or activity) have you most enjoyed? And why?

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What job (or activity) have you least enjoyed? And why?

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Please add any additional information that you think may be relevant to a decision to hire you.

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Why would you like a job with this company?

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**IMPORTANT:** READ CAREFULLY AND *INITIAL EACH PARAGRAPH* BEFORE SIGNING.

By my signature and initials placed below, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete; I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

\_\_\_\_\_Initials

I authorize any person, school, current or past employer(s) or organizations named in this application form if expressly authorized below to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision; I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_Initials

I authorize the investigation of all statements contained in this application. I also authorize the company to contact:

My present employer YES  NO

Past employers YES  NO

Listed references YES  NO

\_\_\_\_\_Initials

I understand that the company may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics and mode of living. I also understand that under the Federal Fair Credit Reporting Act I have the right to make a written request to the company, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

\_\_\_\_\_Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE. I agree in the event of my employment to comply with and abide by all the company's rules and regulations. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

\_\_\_\_\_Initials

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_