

Application for Employment



Hirshfield's, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state or provincial law.

Please complete entire application to ensure processing

Personal Information (Please print) Name: _____

Last First Middle Email address Today's Date

Address Apt. City State Zip Phone

Are you under 18 years of age? Yes No

Can you provide proof, if hired, that you are eligible to work in the United States? Yes No

How did you learn about this position? _____

Education:	Name and City of School	Last Year Completed	Did you graduate?	Subjects Studied and Degree(s) received
High School		<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business, or Correspondence School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment Desired (If you are applying for a retail hourly position, please keep in mind that availability for hours may vary.)

Specify hours available for each day of the week.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Salary Desired: _____ Date you can start: _____ Are you able to work overtime? Yes No

Have you ever worked for Hirshfield's? Yes No If yes, when? _____ Which location? _____

Position desired: _____ Full Time Part Time Location _____

List skills relevant to the position applied for: _____

Years of Customer service experience: _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

Essential functions of most retail jobs:

Can you occasionally lift 60 lbs? Yes No

Can you frequently lift 20 lbs? Yes No

Can you differentiate between colors? Yes No

Can you communicate verbally and in writing clearly? Yes No

Employment History

List below current and last three employers, starting with most recent one first. Please include any non-paid volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

From:	Employer	Salary or hourly rate	Position	Reason for leaving
To:				
Duties performed				
Supervisor's Name:		Phone Number	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From:	Employer	Salary or hourly rate	Position	Reason for leaving
To:				
Duties performed				
Supervisor's Name:		Phone Number	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From:	Employer	Salary or hourly rate	Position	Reason for leaving
To:				
Duties performed				
Supervisor's Name:		Phone Number	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Statement

I understand that neither completion of this application nor participation in the hiring process guarantee that I will be offered employment with Hirshfield's, Inc.. I hereby affirm that the information provided on this application, and accompanying letters or resumes, is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from consideration for employment, or result in my termination, if discovered any time after my employment date. I release and hold harmless, and promise not to claim damages from anyone providing information to Hirshfield's, Inc. about my background.

I understand that, if hired, unless I am a member of a collective bargaining unit, my employment is not for any specific period or duration and is terminable, at will, by the employer or me at any time, with or without reason or notice. I understand this application is not, and is not intended to be, a contract. I agree to present proof of US citizenship, or documentation of my authorization to work and reside in the United States, promptly and no later than 3 business days upon first day of employment, and that failure to do so voids any offer of employment. I understand that I must comply with related safety rules and practices and policy established by the company.

Signature of Applicant

Date

DEPARTMENT MANAGER USE ONLY

Store: _____ Arranged Interview: Yes No Interviewed by _____

If no, why not? _____

Employed: Yes No First Day of Employment: _____ Department _____

Full Time Part Time Job Title _____ Rate of Pay _____

Manager's signature

Date

VOLUNTARY APPLICANT IDENTIFICATION
AFFIRMATIVE ACTION EMPLOYER REQUIREMENT

Name _____ Phone _____

Address _____

Job Applied for or your specific skill area: _____

Federal law requires us to ask for this information. Please sign and return this form even if you do not answer. Its purpose is to ensure equal opportunity, and evaluate our good-faith recruiting efforts to attract ethnic minorities, women, veterans of the Vietnam war, and persons with disabilities. Hiring is based on qualifications. Quotas or preferences based on sex, race or ethnicity are prohibited by law.

We invite you to VOLUNTARILY identify yourself in the categories below, now or at any time in the future. You are not required to respond. If you decline, it will not subject you to adverse treatment. This is NOT part of your application file, it is confidential*, and will be used in conformance with the law.

1. Gender: _____ Male _____ Female

2. Ethnic and Racial background (Please answer both a. and b. if applicable)

a. Hispanic or Latino? () Yes () No

b. Racial Background – Non-Hispanic

() American Indian/Alaska Native () Asian, Asian American () Black, African American

() Hawaiian/Pacific Islander () White/Caucasian () 2 or more races, non-Hispanic

3. Veteran Status – Check all that apply:

() Eligible or Protected Veterans – Check here if you are a recently separated veteran, other protected veteran, or an Armed Forces service medal veteran. “Other protected veteran” means “veterans who have served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized”

() Disabled Veteran – (1) A veteran who is entitled to compensation (who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

4. Disability Status

() Disabled – If you have a physical, sensory or mental impairment which substantially limits one or more of your major life activities, have a record of or are regarded as having such impairment. It would also assist us if you would tell us about any special methods, skills or procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind. _____

Please Sign here: _____ Date: _____

*Managers may be informed about restrictions on the work duties of persons with disabilities or on facts needed for accommodations, first aid or emergency treatment. Government officials may also review this.

Employer Use Only:

EEO-1 Group
Category: _____

Job Group
Code: _____

If current opening, Job Applied for: _____