

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

All employment decisions are made without regard to unlawful considerations of race, sex, sexual orientation, gender identity, religion, national origin, age, disability, or any other legally protected status.

FOR OFFICE USE ONLY

PLEASE ANSWER ALL QUESTIONS

Date: _____

NAME		
Last	First	Middle
HOME PHONE	CELL PHONE	EMAIL ADDRESS
PRESENT ADDRESS		
Street	City	State Zip Code

Are you over the age of 18? Yes No (If no, you will be required to submit a work permit or proof of graduation from high school or the equivalent, if hired).

If hired, can you provide proof that you are a citizen or national of the United States of America, a lawful permanent resident or an alien authorized to work in this country? Yes No (Proof of employment authorization status will be required if you are hired.)

Have you worked for us before? Yes No If yes, please state the date you left and the reason for leaving: _____

Do you have any relatives employed by us? Yes No If yes, please give names: _____

EMPLOYMENT DESIRED

Position desired: _____ Date you can start, if offered employment: _____ Compensation desired: _____

ARE YOU APPLYING FOR: Full-Time Part-Time Temporary SHIFT AVAILABLE: Day Evening Night

Days available (circle all that apply): M T W Th F S S Hours available: _____

If required, are you willing to work overtime? Yes No

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes No

Do you have a valid driver's license? Yes No Do you have a vehicle? Yes No

Briefly describe your qualifications for this work and any special skills or experiences you possess that will be of special benefit in the job for which you are applying: _____

How did you hear about us?

Employee referral from: _____ Advertisement in: _____
 Online at: _____ Walk In

CRIMINAL RECORD HISTORY

Have you ever been convicted of a crime? (Do not respond concerning the following: arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed).

Yes No If yes, what was (were) the offense(s)? _____

Date(s) and place(s) of conviction: _____

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense and rehabilitation will be taken into account.



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EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	LIST DEGREES	MONTH/YEAR COMPLETED
High School				
Jr. College or College				
University				
Technical or Vocational School				

WORK HISTORY

(Please fill out completely, even if accompanied by resume. List most recent work experience (paid or unpaid) first. Account for all time and complete all items.)

COMPANY NAME	Phone ()	DATES EMPLOYED	
Address		From: Mo/Yr.	To: Mo/Yr.
City	State	Zip Code	
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start	End
Supervisor:			
Reason for Leaving:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPANY NAME	Phone ()	DATES EMPLOYED	
Address		From: Mo/Yr.	To: Mo/Yr.
City	State	Zip Code	
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start	End
Supervisor:			
Reason for Leaving:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start	End
Supervisor:			
Reason for Leaving:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

You may attach a sheet, if necessary, to provide further information regarding your work history.

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COMPUTER SKILLS

Rate your level of proficiency on a scale from 1 to 5. 1-None 2-Beginner 3-Competent 4-Advanced 5-Expert

PC: _____	Adobe	Microsoft	Other Software
Mac: _____	Photoshop: _____	Word: _____	_____
	Lightroom: _____	Excel: _____	_____
	InDesign: _____	Outlook: _____	_____
		PowerPoint: _____	_____

REFERENCES

Please provide the name, address and telephone number of three people who would be willing to provide a business reference.

NAME/RELATIONSHIP	PHONE	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

CERTIFICATION

Read carefully before signing application.

I certify that the information given by me in this employment application is true and correct and contains no material omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I authorize **Barksdale School Portraits** to investigate my background and fitness for employment, including, but not limited to, an investigation of all the information provided in this employment application. I release **Barksdale School Portraits**, its employees and agents from any and all liability for failing to hire me or terminating my employment due to such false information or material omissions. I authorize the companies, schools or persons named above to give to **Barksdale School Portraits** any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release said companies, schools or persons and their employees and agents from any and all liability resulting from the disclosure of this information.

I UNDERSTAND AND AGREE THAT IN ORDER TO BE CONSIDERED FOR EMPLOYMENT WITH **Barksdale School Portraits**, I MUST SUBMIT TO A PRE-EMPLOYMENT DRUG SCREENING AND THAT RANDOM DRUG TESTING WILL BE REQUIRED IF I AM HIRED.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT RELATIONSHIP WITH Barksdale School Portraits IS AT-WILL, WHICH MEANS THAT IT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, BY EITHER ME OR **Barksdale School Portraits**. In addition, if I am hired, **Barksdale School Portraits** will have the right to impose discipline or alter my position at its discretion. I understand and agree that no representative of the Company may enter into any agreement contrary to the foregoing unless it is done by way of a specific, written agreement signed by the President.

Signed: _____ Date: _____

