

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Are you 18 years or older? YES NO
 Do you have experience in customer care? YES NO If yes, where? _____
 Have you ever been terminated? YES NO

If you are currently employed, why do you want to change jobs? _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Name: _____ Relationship: _____

Address: _____ Phone: _____

Email: _____ Length of time known: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Email: _____ Length of time known: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

What did you like best and least about your job?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

What did you like best and least about your job?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

What did you like best and least about your job?

Questions

Why do you want to work for Wax Poetic? _____

Why should we hire to work for Wax Poetic
Candle Bar? _____

Describe yourself in five words. _____

What excites you most about working with us? _____

Describe a recent interaction when you were
wowed by customer care? _____

What accomplishments are you most proud of in your personal or professional life?

Describe a time when you had to make a tough choice. What did you choose?

Provide an example of a time you demonstrated leadership.

Provide a list of your personal strengths. They do not have to be job-related.

Provide an example of a time you worked collaboratively with a team.

Do you have any planned vacations in the coming year?

Availability

Please "X" your work availability:

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Availability

Average number of hours you would like to work per week (at least 3 days and/or 12-15 hours per week)

If you are NOT available to work any particular day (s), evening (s) or time (s), please specify:

Do you have any commitments to another employer or school that might affect your employment with us?

If you were hired, how long would you like to work at Wax Poetic Candle Bar?

Date available to start work?

Disclaimer and Signature

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I agree that any lawsuit against Wax Poetic Candle Bar and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Rights to Sue form the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the events giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitation that exceeds this time limit.

If, due to a physical or mental disability, I require an accommodation to perform the job for which I may be selected, I understand that I must give Wax Poetic Candle Bar written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that Wax Poetic Candle Bar has not accommodated me as required by law.

In the event of employment, I understand that false, misleading or the omission of information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____