

Employment Application



An Equal Opportunity Employer

Kiefer Jewelers observes all Federal and State regulations related to discrimination in employment. Please read the entire Employment Application form before you begin filling it out. Answers should be typed, printed, or carefully written in ink so that they are clear and readable. Please answer all questions indicating "None" or "N/A" where applicable. Resumes will not be acceptable in lieu of any information required on this application form. This employment application must be filled out completely before any offer of employment can be considered.

Personal Data

Last name First name Middle name Previous last name(s)

Present address _____
Street City State ZIP Code

Mailing address _____
Street City State ZIP Code

Cell phone Home phone How were you referred to us? Are you under 18? ☐ Yes ☐ No

Have you previously worked for us? ☐ Yes ☐ No _____
If yes, department/location From To

Position desired Shift desired Minimum salary ☐ Hourly ☐ Annual

List below any individuals who are employed by Kiefer Jewelers who know you.

Name Department

Employment status preferred
(Select all that apply)

- ☐ Full time
☐ Part time
☐ Seasonal

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position?: ☐ Yes ☐ No

Date available to begin work

Emergency contact _____
Name Phone

Street address City State ZIP Code

Military Service

Branch of service From To Separation
☐ Discharged ☐ Retired Highest rank

Select if you are a member of: ☐ National Guard ☐ Ready Reserve ☐ Standby Reserve

Branch Rank Unit

Training & Education

Did you graduate?

If no, select highest grade completed

High school attended _____

☐ Yes ☐ No

☐ 9 ☐ 10 ☐ 11

Street address _____

City _____

State _____

ZIP Code _____

Phone _____

Military school _____

Location _____

Course of study _____

From _____

To _____

Apprenticeship, business, or technical _____

Location _____

Course of study _____

From _____

To _____

List any professional, technical, or skilled trade licenses held (e.g., engineering, electrical, CPA, etc.) _____

College or university _____

Location _____

Major/degree _____

From _____

To _____

Academic honors _____

Honor societies _____

List hobbies and extracurricular activities _____

List professional organizations to which you belong (except those denoting race, religion, ancestry, or health status) _____

Experience

Beginning with your most recent, provide the following information of your past and current employers, assignments, or volunteer activities, for the last 10 years. Explain any gaps in employment in the Comments section at the end of this form.

Name of current/most recent employer _____ From _____ To _____

Street Address _____ City _____ State _____ ZIP _____

May we contact? ☐ Yes ☐ No Ending salary _____ Job Title _____

Reason for leaving _____

Supervisor _____ Supervisor's Title _____ Phone _____

Duties

Experience (cont'd)

Next previous employer _____ From _____ To _____

Street Address _____ City _____ State _____ ZIP _____

May we contact? ☐ Yes ☐ No Ending salary _____ Job Title _____

Reason for leaving _____

Supervisor _____ Supervisor's Title _____ Phone _____

Duties

Next previous employer _____ From _____ To _____

Street Address _____ City _____ State _____ ZIP _____

May we contact? ☐ Yes ☐ No Ending salary _____ Job Title _____

Reason for leaving _____

Supervisor _____ Supervisor's Title _____ Phone _____

Duties

Miscellaneous

If you have a sealed record or a youthful offender adjudication on file with the commissioner of probation with respect to certain offenses, you may disregard such offenses in answering these questions. Answers to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Kiefer Jewelers does require a background check as a condition of consideration for employment.

Have you ever been convicted of, pleaded guilty or no contest to, or received adjudication for a crime that has not been sealed, expunged, or otherwise protected from disclosure by law? A "yes" answer will not automatically disqualify you from employment. If yes, please provide the type of offense, date, disposition or penalty, and any relevant explanation.

Yes No

If yes, please explain (attach a separate sheet if needed):

Are you willing to authorize Kiefer Jewelers to conduct a criminal background check during the hiring process and, if hired, during your employment, as permitted by law?

Yes No

I understand that Kiefer Jewelers maintains a drug-free workplace. I agree to submit to drug and alcohol testing during the hiring process and, if hired, during my employment, in accordance with company policy and applicable law. I understand that I may be required to provide confidential information regarding legally prescribed medications to the testing laboratory or medical review officer when necessary to evaluate a test result.

Yes No

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Kiefer Jewelers is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of the application or (2) immediately discharge me from Kiefer Jewelers' service, whenever it is discovered.

I expressly authorize, without reservation, Kiefer Jewelers, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agents, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Kiefer Jewelers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Kiefer Jewelers does not unlawfully discriminate in employment and no questions on the application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of this time, if I have not heard from Kiefer Jewelers and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Kiefer Jewelers reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract of employment for any specified period of definite duration. I understand that no supervisor or representative of Kiefer Jewelers is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President/CEO of Kiefer Jewelers.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT

Signature and date

Comments