



# APPLICATION FOR EMPLOYMENT

*Please complete entire application to ensure processing.*

*Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.*

**PERSONAL INFORMATION** (Please print clearly): Today's Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Other name(s) you go by: \_\_\_\_\_

\_\_\_\_\_ (First) \_\_\_\_\_ (Last)

Are you less than 18 years of age? Yes \_\_\_ No \_\_\_ *(HCC is required to comply with federal and state law.)*

Are you legally eligible for employment in the U.S.? Yes \_\_\_ No \_\_\_  
*(proof of U.S. citizenship or immigration status will be required)*

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EMPLOYMENT DESIRED:** *If you are applying for an hourly position, please keep in mind that the availability of hours may vary.*

Position: Management: \_\_\_\_\_ Sales: \_\_\_\_\_ Stock/Mover: \_\_\_\_\_

Full-time (30+ hours/week) \_\_\_\_\_ Part-time \_\_\_\_\_ Date you can start: \_\_\_\_\_

Have you ever worked for Home Consignment Center? Yes \_\_\_ No \_\_\_ Which location? \_\_\_\_\_

EDUCATION:	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	SUBJECT STUDIED/ DEGREE RECEIVED
High School			
College			
Post College			
Trade/Technical School			

How did you hear about the position? \_\_\_\_\_ Referred by: \_\_\_\_\_

Do you know anyone that works for Home Consignment Center? Yes \_\_\_ No \_\_\_

If so, who? \_\_\_\_\_ How do you know them? \_\_\_\_\_

Are there any reasons you would not be able to perform one or more of the duties of the job? If so, please explain: \_\_\_\_\_

List skills relevant to the position applying for: \_\_\_\_\_

Computer proficiency:  Microsoft Word  Excel  Google Docs  Email

Other programs you are proficient at: \_\_\_\_\_

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

What do you like about consignment/furniture? \_\_\_\_\_

Why would you like to work for Home Consignment Center? \_\_\_\_\_

Describe a specific instance when you provided excellent customer service:

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<b>FORMER EMPLOYERS</b> <i>List current and last 3 employers, most recent first. Include any non-paid/volunteer work which is relevant. Attach a resume if you have one.</i>			
Dates (mo/yr)	Employer Name and Location	Position Held	Reason for Leaving
From: To:			
Duties/Responsibilities:			
Supervisor's Name:		Phone Number:	May we contact?
From: To:			
Duties/Responsibilities:			
Supervisor's Name:		Phone Number:	May we contact?
From: To:			
Duties/Responsibilities:			
Supervisor's Name:		Phone Number:	May we contact?

  

<b>REFERENCES:</b> <i>Please list 3 professional references whom you've known for more than a year.</i>			
Name:	Company:	Contact Information:	How do you know this person?

**CERTIFICATION**

*I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from employment with Home Consignment Center. I authorize Home Consignment Center to make such investigations and inquiries of my personal, employment, educational, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_