



APPLICATION FOR EMPLOYMENT

Last Name

First Name

Middle Name

Address

City/State

Zip

()

Telephone Number(s)

Email Address (Optional)

Position(s) Applying For

Date of Application

HOW DID YOU LEARN ABOUT US?

☐ Newspaper Advertisement

☐ Internet Advertisement

☐ Friend

☐ Relative

☐ Walk-In

☐ Lee Michaels Associate: _____

☐ Other: _____

Lee Michaels
FINE JEWELRY & DISTINCTIVE GIFTS

www.lmfj.com

EQUAL OPPORTUNITY EMPLOYER





1. Have you ever filed an application with us before? Yes No

If yes, give the date: _____

2. Have you ever been employed with us before? Yes No

If yes, give dates: _____

3. Are you currently employed? Yes No

4. May we contact your present employer? Yes No

5. Are you authorized to work in the United States? Yes No

Proof of identity and authorization to work in the U.S. will be required upon employment.

6. Are you available to work: ☐ Full-Time ☐ Part-Time ☐ Seasonal

7. On what date would you be available for work? _____

8. What is your desired salary? _____

9. Can you travel if a job requires it? Yes No

10. Within the past 7 years, have you been convicted of, or have you pleaded guilty or no contest to, a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

11. Do you have a close relationship with a person who would be considered a competitor of Lee Michaels? Yes No

EDUCATION

SCHOOL	NAME AND LOCATION OF SCHOOL	# OF YRS. COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
College				
High School				
Other				



Company Name	Telephone # ()
Address	Employment Dates (State month and year) From To
Name of Supervisor	Hourly Rate/Salary Starting Final
Job Title & Work Performed	Reason for Leaving

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If you need additional space, please continue on a separate sheet of paper.



ADDITIONAL INFORMATION

1. Summarize any special job-related skills and qualifications acquired from employment or other experiences.

2. State any additional information you feel may be helpful to us in considering your application.

3. List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

REFERENCES

1.	()	
Name	Address	Phone #
2.	()	
Name	Address	Phone #
3.	()	
Name	Address	Phone #

APPLICANT'S STATEMENT

I hereby declare that the information provided by me in the Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application or in interview(s) shall be considered cause for dismissal. I understand that if I am employed by the Company that my employment will be on an "at will" basis, which means that I may resign at any time and the Employer may discharge me 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 such a change is specifically acknowledged in writing by the Company President. I understand, also, that I am required to abide by all rules and regulations of the Employer.

I authorize Lee Michaels to make inquiries of my prior employers (with the exception of a current employer for whom I have answered "No" to Question No. 4) and others for the purpose of verification of the information I have provided. I authorize all employers and other persons named on this application to provide requested information.

The policy of this company does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, gender, or other status protected by an applicable law and complies with all Federal and State laws regarding equal employment opportunity.

Signature

Date