



# APPLICATION FOR EMPLOYMENT



Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Have you been convicted of a felony in the last 10 years? (conviction will not necessarily disqualify the applicant from employment)

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

## Education History:

Highschool Attended: \_\_\_\_\_ Years Attended (eg. 94'-98'): \_\_\_\_\_

Did you graduate? \_\_\_\_\_

College Attended: \_\_\_\_\_ Years Attended (eg. 98'-02'): \_\_\_\_\_

Degree: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Additional Education: \_\_\_\_\_

## Availability:

Position applying for: \_\_\_\_\_

When are you available to work (eg. mornings/evenings, etc)?: \_\_\_\_\_

Number of hours (per week) you are available to work: \_\_\_\_\_

Date you would be available to begin working: \_\_\_\_\_

Are you involved in any activities that would conflict with your assigned work schedule?

Yes or No (if yes, please explain): \_\_\_\_\_

## Volunteer Experience (if applicable):

Organization: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Years Involved: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Work History:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Pay Rate (Hourly/Salary/Commission): \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

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

Duties/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Can we contact? (circle one):  Yes  No  If not, why?: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Pay Rate (Hourly/Salary/Commission): \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

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

Duties/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Can we contact? (circle one):  Yes  No  If not, why?: \_\_\_\_\_

**References:**

Please list at least two business references:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_

Husar's House of Fine Diamonds is an equal opportunity employer. As an equal opportunity employer, we intend to comply fully with all local, state and federal laws. Husar's House of Fine Diamonds does not discriminate or give preference to employment on the basis of race, sex, age, religion, color, national origin, disability, or any other basis prohibited by law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Husar's House of Fine Diamonds prohibits the use of illegal substances in the workplace. To that end, the company may conduct drug testing on all individuals who receive a conditional offer of employment. The company may also require you to pass a post-job offer physical examination.

This application is current for only 90 days.

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