

# Munchies Job Application

1. **Position Applied For:** \_\_\_\_\_  
2. **Social Security No.:** \_\_\_\_\_

3. **Full legal Name:** \_\_\_\_\_  
Last Name First Middle

4. **Home Phone:** ( ) Business Phone ( )

5. **Street Address:** \_\_\_\_\_  
6. **E-mail Address:** \_\_\_\_\_

City State Zip

## 7. Education:

7a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

7b. Do you have a high school equivalency diploma:  Yes  No

7c. Number of years of post high school education: 1 2 3 4

8. Name and Location of Educational Institution:	Degree Received	Major / Specialty	Dates Attended
8a. _____			
8b. _____			
8c. _____			

## 9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: \_\_\_\_\_

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours/week \_\_\_\_\_

Reason for leaving

10b. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours / Week \_\_\_\_\_

Reason for leaving

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

13. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

14a. Which shifts are you willing to accept:  Day  Evening  Night  Rotating  Weekends Specify shift hours \_\_\_\_\_

14b. Which job status are you willing to accept:  Full-time  Part-time (specify) \_\_\_\_\_

14c. Are you willing to travel:  No  Yes

14d. Please indicate your geographic preferences: \_\_\_\_\_

15. **Compliance** with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United  Yes  No.

Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be will be required to provide documentation that you should you be

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including more than the National Guard?, or

2. Have a military service disability rating fixed by the United States Veterans Affairs?  
 Yes  No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)?  Yes  No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations:  Yes  No

If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known): \_\_\_\_\_ Date of Charge: \_\_\_\_\_ ; Date of Conviction \_\_\_\_\_

County, City, and State of Conviction: \_\_\_\_\_

18. **Work Start Date:** When will you be available to start work? If you are available as soon as you given two weeks notice, then no dates are necessary.

\_\_\_\_ Month \_\_\_\_ Day \_\_\_\_\_ Year

19. **Job Application Certification:**

#### NOTICES

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00."

#### PRE-EMPLOYMENT TESTING PROCEDURES

Any offer of employment extended by the Munchies Organic Natural Store is subject to completion, to the satisfaction of Munchies Organic Natural Store, of all pre-employment testing procedures, which will include a drug screen, a physical examination, and criminal records background check, and may also include a psychological examination, a driver's license check and a check of prior CDL alcohol and controlled substance testing results, if any.

#### MUNCHIES ORGANIC NATURAL STORE IS AN EQUAL OPPORTUNITY EMPLOYER

Discrimination due to race, color, religion, national origin, age, sex, citizenship, disability and veteran status is prohibited.

AFFIRMATION

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in the application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision, and release all parties from all liability for any damage that may result from furnishing same to you.

This application is not a contract and cannot create a contract. I understand that my employment can be terminated with or without cause, at any time, at the discretion of either Munchies Organic Natural Store or myself.

My signature below certifies that I have read and understand the statements and notices contained in this document and agree to the terms and conditions.

Dated

Job Applicant Signature

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