

Employment Application



An Equal Opportunity Employer

Boggs 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 Boggs 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

High school attended _____ Did you graduate? Yes No If no, select highest grade completed 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. Boggs Jewelers does require a police reference check as a condition of consideration for employment.

Have you ever been convicted of a felony? Yes No

Have you been convicted within five years immediately preceding the date of this application of a misdemeanor? (If the conviction was the first for any of the following offenses: Drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, you should answer "NO") Yes No

If you answered "YES" to the previous question, have you been convicted of any other misdemeanor at any time? Yes No

Have you ever been convicted by a general court-martial? Yes No

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Boggs 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 Boggs Jewelers' service, whenever it is discovered.

I expressly authorize, without reservation, Boggs 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 Boggs 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 Boggs 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 Boggs Jewelers and still wish to be considered for employment, it will be necessary to reapply and complete 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 Boggs 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 Boggs 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 Boggs 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