

The Cotton Company

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Alternate Address _____
Street City/State Zip

Contact Information:
() () _____
Home Telephone Mobile Telephone Email

How did you learn about The Cotton Company?

POSITION SOUGHT : _____

Which do you prefer (please circle) Full Time / Part Time / Either

Number of Hours per week desired _____

Available Start Date: _____

Desired Pay Range: _____

Are you currently employed? (please circle) Yes / No If yes, Hourly or Salary

Are you under the age of 18? (please circle) Yes / No

EDUCATION

	Name and Location	Graduate?Degree?	Major area of study
High School			
College or University			
Specialized Training/Trade School etc.			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed Company Name Location Role/Title

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Job notes, tasks performed and reason for leaving:

Dates Employed Company Name Location Role/Title

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Job notes, tasks performed and reason for leaving:

Dates Employed Company Name Location Role/Title

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Job notes, tasks performed and reason for leaving:

Please indicate your daily availability:

*Keep in mind that shifts start 30 min. prior to store opening and end 30 min. after store closing

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Store Hours of Operation	10am-6pm	10am-6pm	10am-6pm	10am-6pm	10am-8pm occasionally 10am-9pm	10am-8pm	1pm-5pm
<u>Shift 1</u>							
<u>Mon-Thu Morning:</u> Between 9:30am-2pm	YES NO	YES NO	YES NO	YES NO	X	X	X
<u>Shift 2</u>							
<u>Mon-Thu Afternoon:</u> Between 2pm-6:30pm	YES NO	YES NO	YES NO	YES NO	X	X	X
<u>Shift 3</u>							
<u>Fri/Sat Morning</u> Between 9:30am-3pm	X	X	X	X	YES NO	YES NO	YES NO
<u>Shift 4</u>							
<u>Fri/Sat Afternoon/Eve</u> Between 3pm-9:30pm	X	X	X	X	YES NO	YES NO	YES NO
<u>Floater Shift</u>							
<u>Saturdays only</u> Between 11am-4pm	X	X	X	X	X	YES NO	X
<u>Sunday Shift</u>							
<u>Between 12:30pm-5:30pm</u>	X	X	X	X	X	X	YES NO
<u>Can Work Anytime</u>							

Check all days that apply							
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Other Comments

Please tell us briefly why you would be a good candidate for employment. Please continue on to the back of this page if you need more space.

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I certify the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies and agencies concerned to provide this company and its agents with all information necessary to verify the statements I have made in this application and I release them from any liability for so doing. I understand I must receive satisfactory references from previous employers, co-workers and subordinates (if any) before an offer of employment can be made. I understand that incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for my immediate discharge. I understand that any offer of employment is contingent upon proving my identity and documenting my right to work. I understand these policies cannot be changed except in writing.

Signature _____

Print Name _____ Date _____