

BOROWIAK'S IGA

APPLICATION FOR EMPLOYMENT

Name _____ S.S.# _____
 (Last, First, Middle)
 Address _____ Home Telephone # (____) _____
 City _____ State _____ Zip _____ Period of Residence _____
 Previous Address _____
 City _____ State _____ Zip _____ Period of Residence _____
 Position applying for _____ Referral Source _____
 Salary Expected _____ Date Available _____

Have you previously worked for or applied for work at BOROWIAK'S IGA? _____

When and Where? _____

Do you have a relative employed by BOROWIAK'S IGA? _____

If yes, give location _____

If you are below age 18, please give age _____

Specify Days and Hours Available

Any Day _____	Tues. _____	Fri. _____
Any Hours _____	Wed. _____	Sat. _____
Monday _____	Thurs. _____	Sun. _____

Have you missed more than five (5) scheduled work/school days per year in any of the last five (5) years?

____ Yes ____ No. If yes, please explain _____

Have you ever been convicted of a felony and/or crime involving dishonesty, violence or a controlled substance? ____ Yes ____ No. If yes, please explain in detail and provide dates

**A conviction will not necessarily be a bar to employment; factors such as age at time of offense, seriousness and nature of violation, and rehabilitation will be taken into account.

EDUCATIONAL DATA

School Name	City/State	Month & Year From - To	Degree or Grade Level Completed	Area of Specialty
High School				
College				
Trade, Business or other				

Please list all scholastic honors, offices held, and activities in high school and college.

Special Skills (list) _____

Typing speed (wpm) _____

Are you presently a student? ___ If yes, will you be available to work during school vacations (summer, spring and Christmas break)? _____

**The Age Discrimination In Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

HAVE YOU EVER BEEN DISCIPLINED OR DISCHARGED FROM EMPLOYMENT (OR SCHOOL) FOR:

- Absenteeism, tardiness, failure to notify of an absence or any attendance related reason? ___ Yes ___ No
- Theft, unauthorized possession or removal of property or any other related reason? ___ Yes ___ No
- Fighting, assault or any other related reason? ___ Yes ___ No
- Being under the influence of any intoxicant, including but not limited to alcohol and/or any controlled substance? ___ Yes ___ No
- Possession and/or sale of any intoxicant, including but not limited to alcohol and/or any controlled substance? ___ Yes ___ No
- Insubordination? ___ Yes ___ No
- Violation of safety rules? ___ Yes ___ No

Have you ever been asked to resign from employment/school? ___ Yes ___ No

If the answer to any of the above questions is yes, please explain in detail _____

RECORD OF PREVIOUS EMPLOYMENT - start with your present or last job and work back to your first job. Be certain to list all jobs you have held. Detailed explanations may be attached on a separate page to indicate any special employment experience.

Past Employers	Dept's Worked	Supervisor's Name	Positions Held	Employed From - To	Rate of Pay	Reason for Leaving
Company						
Address						
City/State						
Phone #						



Company						
Address						
City/State						
Phone #						



Company						
Address						
City/State						
Phone #						



Company						
Address						
City/State						
Phone #						

(Please use separate sheet of paper for additional previous employers)

You may contact all previous or current employers. ___ Yes ___ No

If no, please list all employers you do not wish contacted and why: _____

What motivates you to work hard?

What don't you like about your job? (if applicable)

What traits do you believe a good employee has?

Which of those traits don't you have or could use some improvement on?

What is your worst trait as an employee?

Rank these in order of importance to you on a job:

- Job security
- Pay
- Benefits
- Respect
- Direct, open communications with managers
- Equal treatment of employees even if some work harder than others

Why did you rank in this order?

What was the worst experience you have had on the job?

How did you handle it?

If you were a manager and you found out that an employee was calling in sick even though they really were not sick, what would you do and why?

If you were hired and saw a co-worker not working hard or breaking some rule, what would you do?

What if they were stealing?

Who was the worst boss you ever had and why?

What type of conduct have you been disciplined for in prior jobs?

What traits do you think a good manager or supervisor should have?

IN THE EVENT OF EMPLOYMENT BY THIS COMPANY OR ONE OF ITS SUBSIDIARIES:

- **I agree to abide by all the rules of the Company and will obey the orders and instructions of my supervisor. I will use and wear all safety appliances furnished me by the Company and will work in a safe manner observing all company safety rules, not exposing myself or other workers to unnecessary dangers.**
- **I understand that the use or possession of drugs, alcohol or any controlled substance, other than that prescribed by a physician, is strictly prohibited on Company premises.**
- **I understand that, in the event I am employed by the Company, my employment will not be for any specific period, length or term of employment. I further understand that my employment and compensation can be terminated by me or the Company, at any time and for any reason or no reason, and with or without warning and/or notice. I further understand that no employee of the Company (other than its President) has the authority to commit to employment for anyone for any definite or estimated period of time and I agree that if any employee of the Company ever represents to me that the employment of anyone will be for definite or estimated period of time, I will report this fact to the President of the Company, immediately and in writing.**
- **I understand that this Company may make investigations and inquires of my personal employment and financial history and other related matters as may be necessary in arriving at an employment decision, and I release this Company from any liability in doing so.**
- **I understand that any false or misleading information on this application may result in my dismissal.**
- **I understand that any unanswered questions on this application may cause this application to be rejected.**

SIGNATURE OF APPLICANT _____ DATE _____

THIS APPLICATION WILL BE RETAINED IN OUR ACTIVE FILES FOR ONE (1) YEAR ONLY