

# APPLICATION FOR EMPLOYMENT



<b>FOR OFFICE USE ONLY</b>

(Please Print)

DATE	/	/					
NAME	Last	First	Middle	SOCIAL SECURITY NO.			
PRESENT ADDRESS	Street	City	State	Zip	TELEPHONE NO.		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? [ ] Yes [ ] No (If YES, verification will be required)							
POSITION APPLIED FOR			HOW DID YOU LEARN ABOUT THIS POSITION?				
ARE YOU 18 YRS OF AGE OR OLDER? [ ] Yes [ ] No					WHAT ARE YOUR SALARY REQUIREMENTS?		
DO YOU HAVE ANY RELATIVES OR CLOSE FRIENDS WORKING IN A COMPETING BUSINESS? [ ] Yes [ ] No							

EDUCATION AND TRAINING								
	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE? [ ] Yes [ ] No	LIST DIPLOMA, DEGREE OR EQUIVALENT
			9	10	11	12		
<b>HIGH SCHOOL</b>								
<b>COLLEGE</b>								
<b>OTHER (SPECIFY)</b>								

<b>MILITARY</b>	<b>MILITARY SERVICE RECORD</b>		
	HAVE YOU EVER BEEN IN THE U.S. ARMED FORCES? [ ] Yes [ ] No		
	IF YES, WHAT BRANCH?		
	DID YOU RECEIVE ANY TRAINING IN THE U.S. ARMED FORCES THAT IS RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING?		
<b>PLEASE LIST THREE (3) PROFESSIONAL REFERENCES</b>	<b>PLEASE DO NOT LIST FORMER/CURRENT EMPLOYERS OR RELATIVES</b>		
	NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

Synchronicity Boutique has a strong commitment to the principles of Equal Employment Opportunity (EEO). It is our philosophy and policy to treat employees and applicants for employment fairly and without regard to race, color, sex, sexual orientation, religion, national origin, citizenship status, age, non job-related physical or mental disabilities, marital status, veteran status, genetic information or any other characteristic protected by law.

**WORK EXPERIENCE (Please include volunteer work, babysitting, etc.)**

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	COMPANY	TYPE OF BUSINESS	FROM		TO		STARTING SALARY	ENDING SALARY
			MO	YR	MO	YR		
	ADDRESS							
		POSITION(S) HELD						
	SUPERVISOR	DESCRIBE THE WORK YOU DID						
	TITLE OF SUPERVISOR							
TELEPHONE	REASON FOR LEAVING							

<b>PREVIOUS EMPLOYMENT</b>	COMPANY	TYPE OF BUSINESS	FROM		TO		STARTING SALARY	ENDING SALARY
			MO	YR	MO	YR		
	ADDRESS							
		POSITION(S) HELD						
	SUPERVISOR	DESCRIBE THE WORK YOU DID						
	TITLE OF SUPERVISOR							
	TELEPHONE	REASON FOR LEAVING						
	COMPANY	TYPE OF BUSINESS	FROM		TO		STARTING SALARY	ENDING SALARY
			MO	YR	MO	YR		
	ADDRESS							
		POSITION(S) HELD						
	SUPERVISOR	DESCRIBE THE WORK YOU DID						
	TITLE OF SUPERVISOR							
	TELEPHONE	REASON FOR LEAVING						
	COMPANY	TYPE OF BUSINESS	FROM		TO		STARTING SALARY	ENDING SALARY
			MO	YR	MO	YR		
ADDRESS								
	POSITION(S) HELD							
SUPERVISOR	DESCRIBE THE WORK YOU DID							
TITLE OF SUPERVISOR								
TELEPHONE	REASON FOR LEAVING							

I hereby give permission to Synchronicity to contact the employers listed above, as well as any listed in my resume, concerning my prior work experience.

Signature \_\_\_\_\_

If there is any particular employer(s) that you **do not** wish us to contact, please indicate which one(s) below and why. \_\_\_\_\_

\_\_\_\_\_



7. Have you ever been charged with, disciplined for, or been the subject of investigation involving sexual harassment (or any other form of harassment, including but not limited to race, ethnicity, age, religion, or disability) at a previous job? (A positive response will not necessarily bar employment). [ ] YES [ ] NO If yes, please explain the nature of the charge, discipline, and/or investigation, and how the matter was resolved.

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8. Will you be able to comply with Synchronicity's smoke-free environment policy?  
[ ] YES [ ] NO

9. Other than paid vacations and holidays, how many days during the last calendar year did you miss from work? [ ] 0-5 days [ ] 6-10 days [ ] 11-15 days [ ] 16-20 days [ ] 21 or more  
Please explain.

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10. Do you have a valid driver's license? [ ] YES [ ] NO If yes, please complete  
How many points do you have on your current driving record? \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_  
State: \_\_\_\_\_

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#### EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. Employers are generally prohibited for requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

#### PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. By signing this application, I authorize Synchronicity to verify the information contained herein, including but not limited to, the verification of education, past employment and references. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

I understand that all Synchronicity employees are required to sign a non-disclosure, non-solicitation, and/or a non-compete agreement as a condition of employment or continued employment.

I understand that Synchronicity requires a pre-employment drug screening, a criminal background check, and a general background check as a condition of employment for all positions in the company.

Signature \_\_\_\_\_  
Date \_\_\_\_\_