

Rings & Things

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will be considered regardless of race, religion, color, age, gender, sexual orientation, marital status, nationality, veteran status or non-disqualifying disability.

INSTRUCTIONS - PLEASE READ

This is a general employment application required for all jobs. If a job vacancy exists, you may also be asked to complete a more detailed survey of your qualifications as they relate to a specific job in our company. Please print or write clearly, do not type.

Answer all items, even if you have a resumé.

Today's Date					
Last Name		First Name		Middle Initial	Social Security Number - -
Street Address			City	State	ZIP
Home Telephone Number ()	Are you at least 18 years of age?	If under 18, do you have a work permit?	Can you provide proof that you can be lawfully employed in the U.S.?		
Position applied for		Your Preferred Schedule ___ Full Time ___ Temp. / Seasonal ___ Part Time		Date you are available to start	
Are you now, or do you expect to be engaged in any other business or employment? ___ Yes ___ No If yes, please explain			Do you speak any languages other than English? ___ No ___ Conversationally ___ Fluently What Language(s)?		
List any certificates or licenses you hold related to your qualifications for the work you seek					

EDUCATION

	School Name and Full Address	Dates Attended		Graduated?	Degree & Major Area	GPA
		From	To			
High School						
College/Univ.						
Trade, Other						
Are you currently a student? If Yes, Explain		Scholastic honors achieved				
Plans for future education/training						

WORK HISTORY Start with **present** or most recent employer. Include military experience or volunteer work if full time or your major activity.

Name of Organization	Employment Dates (month and year)		Reason for leaving	
	From	To		
Street Address		City	State	ZIP
Supervisor Name, Title	May we contact?	Phone Number ()	Your starting pay \$	Your ending pay \$
Your job title(s), duties, skills used				

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VOLUNTEER ACTIVITIES AND EXPERIENCE

Describe your involvement in volunteer activities that may help assess your abilities.

OTHER SKILLS AND QUALIFICATIONS

Please mention any other skills, qualifications or experience pertinent to the career you seek. (e.g. Computers, software, machines, tools, special certifications, etc.)

REFERENCES

Not former employers

Name	Address, City, State, ZIP	Phone Number	Occupation

APPLICANT'S STATEMENT

I hereby agree that the information provided on this application, and accompanying letters or resumé, is true and complete. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal. I authorize this employer to inquire into my background, including former employers. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

Signature of Applicant

Date