

OVER THE RAINBOW TOYS APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date

Name

Present address

Telephone

If under age 18, please list age:

Position applied for:

Salary desired:

Employment desired: FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

Days/hours available to work:

How many hours can you work weekly? _____ Can you work nights? _____ Weekends? _____

Are you available school breaks and summer months?

List restrictions on work schedule:

All employees are required to work a minimum of their regular hours during the Christmas season. Initial here to confirm. _____

When are you available to start work?

EDUCATION

NAME OF SCHOOL	LOCATION	YEARS ATTENDED	MAJOR / DEGREE
High School			
College			
Business or Trade School			

Other training, coursework or experience that applies to this job.

Did you complete this application yourself? Yes No If no, who did?

Are you currently employed? Yes No May we contact your present employer? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions and duties of the job for which you are applying?
(e.g. heavy lifting, use of ladder, on feet for long periods of time - this is retail!) Yes No

If not, please describe the functions or duties you are unable to perform.

Have you ever been convicted of a felony? Yes No If yes, list details.

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer		
Name of last supervisor		
Address		
City, State, Zip		Phone number
Employment dates	From	To
		Pay or salary
Your last job title		
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills, advancements or promotions.		
Name of Employer		
Name of last supervisor		
Address		
City, State, Zip		Phone number
Employment dates	From	To
		Pay or salary
Your last job title		
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills, advancements or promotions.		
Name of Employer		
Name of last supervisor		
Address		
City, State, Zip		Phone number
Employment dates	From	To
		Pay or salary
Your last job title		
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills, advancements or promotions.		

What do you know about Over The Rainbow Toys?
Why do you want to work here?
Are you comfortable talking with strangers and working with the public?

Have you ever run a cash register or point of sale system? (When and where?)
Do you have knowledge or experience with child development and/or playing with children?
What special qualifications, skills, experience or interests do you have that would be of benefit to Over The Rainbow Toys?
Describe your computer skills.
How do you define customer service?
If asked for a recommendation of a good toy for a 4 year old boy, what would you suggest?
What would you suggest for an 8 year old girl?

REFERENCES

Name	Occupation
Company name	Telephone and/or email
Address	Years acquainted
Name	Occupation
Company name	Telephone and/or email
Address	Years acquainted
Name	Occupation
Company name	Telephone and/or email
Address	Years acquainted

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Interviews are based on the information on this application. If you do not hear from us within 7 days, you may assume your qualifications do not fit our needs.