

EMPLOYMENT APPLICATION

Target Center is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application, testing or interview process, please contact the Human Resources Department.

(PLEASE PRINT) DATE _____

Name: _____
Last First Middle

Business/Mobile Telephone: (____) _____ Home Telephone: (____) _____

Present Address: _____
Number Street City State Zip

Permanent Address if different from present address:

Number Street City State Zip

Email Address: _____

EMPLOYMENT DESIRED

Referral Source: _____

Position applying for: _____

Are you applying for: (Please circle Yes or No)

Regular full-time work?	Yes	No
Regular part-time work?	Yes	No
Temporary work, e.g. Summer or Holiday work?.....	Yes	No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From _____ To _____

Are you available for work on nights and weekends?..... Yes No

Would you be available to work overtime, if necessary?..... Yes No

If hired, on what date can you start work? _____

Salary desired: _____

PERSONAL INFORMATION

Have you ever applied to work for Target Center? Yes No

If yes, when? _____

Do you have any friends or relatives working for Target Center? Yes No

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

Are you at least 18 years of old?..... Yes No

(Note: If under 18, hire is subject to verification that you are of legal minimum legal age.)

Do you have the legal right to work in the United States?..... Yes No

(Note: Proof of identity and legal authority to work in the United States is a condition of employment.)

Are you currently employed?..... Yes No
If so, may we contact your current employer?..... Yes No

School	Name and Address	No.of Years Completed	Did you Graduate?	Degree or Diploma
Junior High				
High School				
College / University				
Vocational / Business				
Other				

Some of our customers do not speak English. Do you speak, write, or understand any other languages? Yes No
If yes, which language(s)?_____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited to work for Target Center? If so, please explain _____

EMPLOYMENT HISTORY

Please list all present and past employment starting with your most recent employer (last ten [10] years is sufficient).
You must complete this section even if attaching a resume. If additional pages are needed, please attach.

Name of Employer:_____
Address:_____
Type of Business:_____
Telephone: (____)_____ Your Supervisor’s Name:_____
Your Position and Duties:_____
Dates of Employment: From:_____ To:_____
Starting Pay:_____ Ending Pay:_____
May we contact this employer?..... Yes No
Reason for Leaving:_____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____)_____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?..... Yes No
Reason for Leaving: _____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____)_____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?..... Yes No
Reason for Leaving: _____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____)_____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?..... Yes No
Reason for Leaving: _____

Have you ever been terminated or asked to resign your job? If yes, please explain: _____

Please identify and explain all periods of unemployment over the past ten (10) years:

From: _____ To: _____ Reason: _____
From: _____ To: _____ Reason: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?..... Yes No

If so, please describe: _____

REFERENCES

Please list below three persons not related to you, who have knowledge of work performance within the last three (3) years:

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that the information contained in this application is true and correct to the best of my knowledge.
I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Company to thoroughly investigate the information on my application, my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

_____ The Company adheres to a policy of **AT-WILL** employment which means that each employee and the Company each retain the right to terminate the employment relationship and that the Company retains the right to modify an employee's position or compensation at any time, with or without cause or notice. No one other than the President has the authority to make any binding promise or enter into any agreement inconsistent with Company's at-will policy and any such agreement must be in writing and signed by both the employee and the President of the Company to be effective.

_____ As a condition of employment, all individuals offered employment are required to submit to a pre-employment drug test.

Date: _____ Applicant's Signature: _____