

Application for Employment



The policy of Headz n Threadz is to offer all employees and applicants for employment equal opportunity without regard to race, color, religion, national origin, age, sex, handicap, disability, veteran status, or any other protected category, and to conform to all applicable laws and regulations with regard to Equal Employment Opportunity.

IMPORTANT PLEASE READ

INSTRUCTIONS TO ALL APPLICANTS: Completing an application for employment presents a good opportunity for a person to convince a prospective employer that he or she is thorough, well organized and neat. For your benefit and ours, please consider your answers to the following questions carefully and print neatly or type. Please be certain to print the words "None" or "Not Applicable" where appropriate. *Provide an answer for every question, even if a resume is included.*

(PLEASE PRINT OR TYPE)

Date of Application				
Last Name		First Name		Middle Name
Address		City		State Zip Code
Home Phone	Work Phone	Cell Phone	Pager	E-mail
Position(s) Applied For		Location Preference		Are you related to a current HNT employee?
Estimated Start Date	Current Salary	Expected Salary	Social Security Number	
Full-Time Availability <input type="checkbox"/> Hours Available-	Part-Time Availability <input type="checkbox"/> Hours Available -	Temporary Availability <input type="checkbox"/> Hours Available-	Shift-Work Availability <input type="checkbox"/> Hours Available -	
Can you provide required proof of your eligibility to work in the US*? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date :		Location:
Can you travel out of town if your job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No		Percentage of Travel:		%
Have you been convicted of a crime in the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:		Charge:
If yes, please explain : (conviction of a crime will not necessarily disqualify an applicant from employment)				
Have you ever been fired or forced to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:		
Are you currently on "layoff" status with another employer and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If it were necessary for you to perform overtime or emergency work, are there any particular hours of the day or days of the week when you would not be available to work? If so, please list them.				
How Did You Learn About Headz n Threadz?				
Walk-In <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Recruitment Ad <input type="checkbox"/>				
Website <input type="checkbox"/> Other <input type="checkbox"/>				
Please give name of referral source:				
Emergency Contact (Last Name – First Name – MI – Address – City – State – Zip – Telephone)				

*(If you are not a US Citizen and wish to know what this may involve, you may ask the US Immigration and Naturalization Service or you may ask the Headz n Threadz representative who gave you this application form for a copy of an I-9 form which describes how to provide this proof.)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment and Education Record

Start with your present or most recent job. Include any job related military service assignments and volunteer activities. You may exclude organizations, which might indicate your race, age, religion, gender, national origin, handicap, or other protected status. Explain any time periods which you were not employed. If you have been self-employed, please give details of your experience. If you need additional space, please continue on a separate sheet of paper.

Employer		Dates Employed		Specific Job Duties
		From	To	
Name				
Address, City, Zip Code				
Telephone Number(s)		Salary/Hourly Rate		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer		Dates Employed		Specific Job Duties
		From	To	
Name				
Address, City, Zip Code				
Telephone Number(s)		Salary/Hourly Rate		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer		Dates Employed		Specific Job Duties
		From	To	
Name				
Address, City, Zip Code				
Telephone Number(s)		Salary/Hourly Rate		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer		Dates Employed		Specific Job Duties
		From	To	
Name				
Address, City, Zip Code				
Telephone Number(s)		Salary/Hourly Rate		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

Institution	Name	Number of Years	Degree/Diploma

Please provide any additional information about your educational background which you feel may be helpful to us in considering your application. Include any specialized training or apprenticeship you have completed that you believe may be relevant to the duties of the position you seek with Headz n Threadz. List experience operating bucket trucks, fork lifts, personal computers or video production equipment, etc.: _____

Professional References

Give name, address, telephone number and occupations of three professional references who are not related to you and who have known you three years or more.

Name		Business Relationship	Known how long?
Phone Number - Work	Phone Number - Home	Company	Title
Name		Business Relationship	Known how long?
Phone Number - Work	Phone Number - Home	Company	Title
Name		Business Relationship	Known how long?
Phone Number - Work	Phone Number - Home	Company	Title

Applicant Statement and Release

Please read carefully and sign below.

Headz n Threadz will treat this application for employment as active for a period of time not to exceed 90 (ninety) days. If I wish to be considered for employment after 90 (ninety) days have passed, I understand I must reapply.

I, _____ certify that the information contained in this application is correct to the best of my knowledge. **I understand that false and misleading information given in this application or interview(s), as well as omissions, may result in refusal to hire or, if employed, may subject me to discharge at any time after its discovery.**

I also understand and agree to the following:

1. My prior employers, educational institutions and other references listed on this application are authorized to give Headz n Threadz any and all information concerning my previous employment and any pertinent information they may have. I release all persons or entities from all liability for any damage that may result from furnishing information to Headz n Threadz. I also release Headz n Threadz and all of its employees from all liability for any damage that may result from its reliance on the information furnished.
2. My employment with Headz n Threadz is contingent upon my successful completion of a blood, urine or other medical test for alcohol, drugs and controlled substances. Prior to testing, I agree to sign a Headz n Threadz Consent Form wherein I will agree to submit to such testing and to authorize the release of the results of the tests at Headz n Threadz's expense by a health care provider selected by Headz n Threadz.
3. I consent to be bound by all of Headz n Threadz's policies and procedures including, but not limited to, searches and seizures relative to the enforcement of its policy on substance abuse.
4. Assuming it is applicable to my position, I hereby authorize Headz n Threadz to obtain any and all information pertaining to my driving record. If required for my position and/or location, and subject to the requirements of the Fair Credit Reporting Act, I also authorize Headz n Threadz to obtain a criminal background record check and credit history. I release the providers of such information and Headz n Threadz and all of its employees from all liability for any damage that may result from furnishing or relying upon the information furnished.
5. To comply with the requirements of the Immigration Reform and Control Act of 1986, I must produce applicable documents showing that I am a United States Citizen, or alien lawfully authorized to work in the United States, within the time frame specified by Headz n Threadz.
6. No offer of benefits which I may have discussed with Headz n Threadz representative is binding. Any entitlement to benefits will be based only on the terms of any benefits plan.

If I fail to comply with any of the requirements set forth above, I understand that an offer of employment will be rescinded or my employment will be terminated. In consideration of my employment, I agree to conform to Headz n Threadz's policies, rules and regulations.

I understand and agree that my employment is "at-will," and therefore, my employment and compensation can terminate, with or without cause, and with or without notice, at any time, at my option or Headz n Threadz's option. I further understand and agree that this "at-will" employment relationship, as defined above, will remain in effect throughout my employment with Headz n Threadz, or any of its parent or affiliated companies, unless it is modified only by a specific, express written employment contract which must be signed by either the CEO, Board of Directors or Executive Committee of the Board of Headz n Threadz and me. In the event that I am offered and accept employment with Headz n Threadz, the information contained herein will become merged with the employment offer and my signature below indicates my understanding that my employment will be "at-will."

Date

Signature – Complete Legal Signature



VOLUNTARY PRE-EMPLOYMENT APPLICANT DATA FORM

To All Applicants:

In support of Head n Threadz longstanding commitment to Equal Employment Opportunity, the information requested below will be used to assist us in our compliance with Federal/State EEO record keeping and reporting. It will be kept separate from your application, in a limited access file, and will be used for statistical compilation and analysis only. **Your response is entirely voluntary and will not be used in any way to determine your eligibility for employment.** Thank you for your assistance.

Application Date:

Sex: Male Female

Race/Ethnic Categories (Check One)

- White, not of Hispanic Origin** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin** – A person having origins in any of the black racial groups of Africa.
- Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
- Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or in the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines and Samoa.
- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Name _____

Date _____

Position Applied For _____

PERSONNEL INSTRUCTIONS

Separate this "Pre-Employment Applicant Data Form" from completed application immediately upon receipt. Place in a separate "Applicant Flow File" and use it for record keeping only.