

# *Employment Application*



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Position Applying For:

- Retail Sales Associate
- Teacher
- Instrument Repair

*Bass Emporium, LLC is an Equal Opportunity Employer and does not discriminate in recruiting, hiring, promoting, or other employment practices on the basis of race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, veteran status or any other classification protected by federal, state, or local law or ordinances.*

## EMPLOYMENT APPLICATION

PLEASE PRINT IN INK OR TYPE ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Legal Name: \_\_\_\_\_  
First                      Middle                      Last

Present address: \_\_\_\_\_  
Address                      City                      State                      Zip

How long at present address: \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Are you legally eligible and authorized to work in the U.S.?  Yes (*check one*)  No

Will you now or in the future require sponsorship for employment visa status (*e.g. H-1B status*)?  Yes (*check one*)  No

If under 18, can you submit a work permit if requested by the state?  Yes (*check one*)  No

Employment desired:  Full-time only     Part-time only     Either

Can you work overtime if requested?  Yes (*check one*)  No    Can you work evenings/weekends?  Yes (*check one*)  No

Position applying for: \_\_\_\_\_                      Salary desired (be specific): \_\_\_\_\_

Date available to begin work? \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever applied at Bass Emporium, LLC?  Yes (*check one*)  No    If Yes, When? \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: It is not necessary for you to identify unavailability for work due to religious observance or practice. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.

Circle the highest grade completed: 8   9   10   11   12   GED   |   College: 1   2   3   4   5   6   7

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NO. OF YEARS	MAJOR & DEGREE	DIPLOMA? YES/NO
High School					
GED					
College					
Bus. Or Trade School					
Professional School					

**MILITARY**  
 Have you ever been in the armed forces?  Yes (*check one*)  No

Specialty: \_\_\_\_\_    Date Entered: \_\_\_\_/\_\_\_\_/\_\_\_\_    Discharge Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please list one professional and one personal reference other than relatives.

Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Address: _____	Address: _____
Telephone: (_____) _____ - _____	Telephone: (_____) _____ - _____

<b>WORK EXPERIENCE</b>	<p>Please complete and attach resume if available (use an additional application if necessary to complete your employment history). Account for all time since leaving high school, or the last seven (7) years, whichever is less. Include all periods of unemployment exceeding 30 days. Begin with the most recent. You may include as part of you employment history any verified work performed on a volunteer basis.</p> <p>May we contact your present employer? <input type="checkbox"/> Yes (<i>check one</i>) <input type="checkbox"/> No</p>
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Name of Employer:	Name of last supervisor:
Address:	Employment dates: From: _____ To: _____
City, State, Zip:	Pay or salary: Starting: _____ Ending _____
Phone:	Your last job title:
Reason for leaving (be specific):	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	

Name of Employer:	Name of last supervisor:
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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	

<p>Have you ever been discharged for cause or asked to resign from any previous employment? <input type="checkbox"/> Yes (check one) <input type="checkbox"/> No</p> <p>If yes, please explain:</p>
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An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony?  Yes (check one)  No record

Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace)?  Yes (check one)  No record

If the answer to the question immediately above is "Yes," please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace)?  Yes (check one)  No record

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s), listing the nature of your offense and your rehabilitation since the conviction(s).

All employees are to be treated with respect and dignity. Sexual harassment or harassment for any reason, such as that based on race, color, religion, national origin, age, marital status or disability by a supervisor or another employee will not be tolerated under any circumstances, and can lead to disciplinary action, up to and including discharge. Sexual harassment includes soliciting sexual favors from an unwilling subordinate or co-worker in return for promotions, increased wages, continuance or employment, and the like.

Please read carefully before signing

I declare that all statements made by me on this application are true and complete. I understand that any falsification, misleading answer, concealment, failure to answer any question fully, omission, or misstatement of fact made on this application, on any supplement to this application, or to any representative of Bass Emporium, LLC during the hiring process or at any time during employment may be grounds for rejection of my application or, if hired, for termination of my employment, no matter when discovered.

I authorize Bass Emporium, LLC or an agent of Bass Emporium, LLC to investigate my references, to do a thorough background check, to review my former employment record, contact former employers, and to keep and preserve records of such investigations at any time. Additionally, I release all parties from all liability for any damage that may result from furnishing information to Bass Emporium, LLC.

If employed, I agree to read and comply with company rules, regulations, and policies.

If employed, I agree that upon termination of my employment, I will return all company property and records in my possession.

I understand that all employees of the company are employees at will and, as such, are free to resign at any time without reason. The company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Any salary figures provided to any employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time upon or after their discovery. I understand, also, that I am required to abide by all rules and regulations of the employer should I be hired by Bass Emporium, LLC.

Print name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_