

# PORTER'S APPLICATION FOR EMPLOYMENT

- Idaho Falls      It is our policy to keep applications on file for 6 months
- Rexburg          To renew or check status of an application, applicants should visit the store personally.

Today's Date \_\_\_\_\_

Date Available for Work \_\_\_\_\_

Are you seeking:  Full time  
 Part time # of hours per week \_\_\_\_\_  
 Either

Are you 18 years or older?  Yes  No  
 If under 18, how old are you \_\_\_\_\_

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: _____			
Present Address: _____		City: _____	State: _____ Zip: _____
Permanent Address: _____		City: _____	State: _____ Zip: _____
Home Phone: _____		Other Phone: _____	
Education	Name/Location of School	No. of Years	Did you Grad.?
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Special areas of study other than "General": \_\_\_\_\_

### FORMER EMPLOYERS

From	-	To	Name and Address of Employer	Pay	Position	Reason Left
	-					
	-					
	-					

In case of emergency, notify: Name: \_\_\_\_\_ Number: \_\_\_\_\_

### REFERENCES

Name	Address	Business
1. _____	_____	_____
2. _____	_____	_____

Preferred Position applied for: \_\_\_\_\_ Acceptable Wage Range (Optional): \_\_\_\_\_

Which of the following areas in the store would you be interested in? (Rate numerically 1=very 2=somewhat 3=maybe 4=not interested)  
 Cashier \_\_\_\_\_ Frt/Receiving \_\_\_\_\_ Custom Frames \_\_\_\_\_ Cards/Gifts \_\_\_\_\_ Craft Supplies \_\_\_\_\_ Art Supplies \_\_\_\_\_  
 Maintenance/Janitorial \_\_\_\_\_ Fabric \_\_\_\_\_ Scrapbook/Paper Craft \_\_\_\_\_ Floral \_\_\_\_\_ Bookkeeping \_\_\_\_\_

Applicant's Comments: \_\_\_\_\_

Will you be available for work for at least one year? (12 months)  Yes  No  
 Are you be available to work the following?  
 Week before Christmas?  Yes  No Friday & Saturday after Thanksgiving?  Yes  No (Rarely, if ever, do we hire if checked "No" to the foregoing three questions on availability) Saturday before Easter?  Yes  No  
 Occasional Holidays like Labor Day?  Yes  No If not every Saturday, how many per month? \_\_\_\_\_  
 Spring Break & Conference Weekend?  Yes  No  
 (Students: put availability schedule on back or attach separate sheet)

STORE USE: Hired: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_ Pay: \_\_\_\_\_  
 Comments: \_\_\_\_\_