

# the toggery resale boutique

1810 Broad Ripple Ave., Indianapolis, IN 46220  
(317) 257-5661 toggeryresale.com

## APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Are you over the age of: 16?  Yes  No 18?  Yes  No 21?  Yes  No

Are you a US Citizen or an alien legally entitled to work?  Yes  No

Have you been convicted of a felony or misdemeanor?  Yes  No

If Yes, please explain: \_\_\_\_\_

*(Conviction will not necessarily disqualify applicant from employment)*

Have you ever pleaded guilty, no contest or been convicted of a crime?  Yes  No

If Yes, please explain: \_\_\_\_\_ + \_\_\_\_\_

*(Answering yes to these questions does not constitute an automatic rejection for employment.)*

What position are you applying for? \_\_\_\_\_ Start Date? \_\_\_\_\_ Desired Salary? \_\_\_\_\_

Hours of Availability:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Why do you think you would make a valuable employee of The Toggery?  
\_\_\_\_\_

Have you ever been discharged from any position?  Yes  No

If Yes, please explain: \_\_\_\_\_

### EDUCATION

Type of School	Name of School City & State	No. Years Completed	Graduate? Y/N	Course Pursued Degrees Granted
High School				
College/University				
Business/Trade School				

Summarize special job-related skills and qualifications acquired from education, employment, or volunteer work.  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

List the name, address and telephone number of three (3) references who are not related to you and are not previous employers.

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name Address Phone

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name Address Phone

3. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name Address Phone

**EMPLOYMENT RECORD**

Beginning with your current/most recent employment, please list the following.



Employer	Employment Dates From: To:	Kind of Work Performed:
Address		
Phone ( )		
Job Title	Salary/Hourly Rate Starting: Final:	Reason for Leaving:
Immediate Supervisor		

Employer	Employment Dates From: To:	Kind of Work Performed:
Address		
Phone ( )		
Job Title	Salary/Hourly Rate Starting: Final:	Reason for Leaving:
Immediate Supervisor		

May The Toggery contact the employers listed above?  Yes  No If no, Why?

\_\_\_\_\_

**APPLICANT'S STATEMENT**

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by initially each paragraph.)

- I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that any false, misleading, inaccurate or omitted information in my application may result in discharge.  
I authorize The Toggery to investigate the statements contained in this application, including interviewing the personal references and past employers listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct.
- I hereby release all parties, including but not limited to, The Toggery, its agents and employees, my personal references, medical providers and previous employers, from any and all liability for any injury or damage, or claims thereof, resulting from furnishing any information to The Toggery concerning me or any action based on any such information.
- I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the US. As a consequence, I understand that any offer of employment by The Toggery would be contingent upon my ability to produce the required documentation within the time period required by law.
- I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by The Toggery or by me. I further understand that statements which may be contained in policies, practices, handbooks or other Company material do not create any guarantee of employment and The Toggery has the right to modify, amend or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of The Toggery has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing.

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

Signature of Applicant: \_\_\_\_\_