

# Shelburne Supermarket

## Employment Application

20 Shelburne Shopping Park Shelburne, Vermont 05482  
802-985-8520 Fax 802-985-8805 e-mail ssmkt@verizon.net

### Personal Data:

Date \_\_\_\_\_ Name \_\_\_\_\_ S.S. Number \_\_\_\_\_

Address \_\_\_\_\_

PO Box or Street # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Area Code Daytime \_\_\_\_\_ Area Code Evening \_\_\_\_\_

Date of Birth \_\_\_\_\_

Are you under the age of 18  Yes  No

Can you prove, if hired, that you are legally eligible for employment in the United States?  Yes  No

Have you ever been discharged or requested to resign any position?

No  Yes, (explain) \_\_\_\_\_

In the employment setting, have you ever received greater discipline other than an oral reprimand?

No  Yes, (explain) \_\_\_\_\_

How were you referred to us?  Self / Walk-in  Advertisement  Friend  Other \_\_\_\_\_

### Employment Desired:

Position Desired: \_\_\_\_\_ Salary / Wage Desired \_\_\_\_\_

Date Available to Start \_\_\_\_\_ Available to Work Overtime?  Yes  No

Employment Desired:  Full Time  Part Time

Shift Desired:  Days  Afternoons / Evenings  Weekends  Anytime

Are you willing and able to perform the essential functions of the position for which you are applying with or without reasonable accommodations?  Yes (accommodations needed, explain below)

No, I do not need accommodations

#### Office Use Only Below

##### Hire Info.

- Hire Date \_\_\_\_\_
- Stromberg
- Paydata
- EE File-create
- QB

##### Release Info.

- Release Date \_\_\_\_\_
- Stromberg-TOA-give all vacation accrued-FT
- Paydata
- EE File-pull-Resignation letter
- QB
- VACE Cobra/Cancel-FT

**Experience:**

Please print below your full work history for the last 5 years beginning with your most recent position, or attach a current resume.

<u>Dates of employment</u>	<u>Employer Name &amp; Phone #</u>	<u>Position/Duties/Responsibilities</u>

**Education:**

This section may be omitted if a resume accompanies the application.

High School:

College:

Other Education, Skills or Training :

**References:**

Please print below two references that can verify your work history, employment history and experience.

Name: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Statement of Understanding**

If you have any questions about the statements please ask before signing.

I certify that the information contained in this application and any attachments are true and correct to the best of my knowledge, and I understand that false or incorrect information in this application are grounds for disqualification from further consideration or for dismissal from employment should I be awarded a position. Further, I hereby authorize my former employer(s), reference(s) and any other individual or organization to speak freely about my employment and / or to provide information solicited by the Shelburne Supermarket including a copy of my personal file. I hereby release and discharge each of the above, including Shelburne Supermarket, from any liability of any kind or nature.

All qualified applicants receive consideration for employment in accordance with the policy of Shelburne Supermarket. It is the policy of the Company not to discriminate in employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation or handicap under the provisions of federal and state laws.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the Shelburne Supermarket and myself. If this application results in employment, I will be provided information regarding my rights as an employee of Shelburne Supermarket. I understand that this application, under no circumstances, represents any obligation by the Shelburne Supermarket to offer me employment of any type.

I understand that as part of my employment application process, the Company may conduct a background check. A record of conviction may not be an automatic bar to my employment.

I hereby acknowledge that I have read each of the above statements and understand the same and consent thereto.

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