

Gregory Jewelers

P.O. Drawer 339
Morganton, NC 28680
(828) 437-4074

APPLICATION FOR EMPLOYMENT

Date _____

Name _____

Present Address _____

How long at this address? _____

Telephone Number _____

E-mail Address _____

Position for which you are applying?

Desired Salary _____

Desired Benefits _____

Applying for : _____ full-time _____ part-time _____ full or part-time

Days/hours you are available to work : _____ Monday _____ Tuesday _____ Wednesday

_____ Thursday _____ Friday _____ Saturday

When could you begin work? _____

Education

High School:

Name _____

Location _____

Number of years completed _____

College / University :

Name _____

Location _____

Number of years completed _____ Major and degree _____

Professional, business, or trade school:

Name _____

Location _____

Number of years completed _____ Major and degree _____

Work Experience

Please list your most recent jobs held:

Name of Employer _____

Address _____ Phone Number _____

Your Job Title _____

Name of Last Supervisor _____

Supervisor's Telephone Number _____

May we contact this supervisor ? Yes _____ No _____

Employment Dates _____

Duties, Skills, Advancements, or promotions related to this position: _____

Reason for leaving _____

Name of Employer _____

Address _____ Phone Number _____

Your Job Title _____

Name of Last Supervisor _____

Supervisor's Telephone Number _____

May we contact this supervisor ? Yes _____ No _____

Employment Dates _____

Duties, Skills, Advancements, or promotions related to this position: _____

Reason for leaving _____

Name of Employer _____

Address _____ Phone Number _____

Your Job Title _____

Name of Last Supervisor _____

Supervisor's Telephone Number _____

May we contact this supervisor ? Yes _____ No _____

Employment Dates _____

Duties, Skills, Advancements, or promotions related to this position: _____

Reason for leaving _____

Job Skills

Computer _____ Yes _____ No _____

Microsoft Works _____ Yes _____ No Microsoft Office _____ Yes _____ No
Web page design _____ Yes _____ No POS System _____ Yes _____ No

Please list all computer software applications you are skilled at using if not listed above

Program _____
Program _____
Program _____

Please list the office equipment you are experienced in using (phone systems, fax machines, copiers, etc.)

Additional skills:

Languages you speak _____ English _____ Spanish _____ French _____ German
Do you know sign language? _____ Yes _____ No

Please list at least two references (other than relatives) below:

Name _____
Position _____
Company _____
Address _____
Phone _____
E-mail address _____

Name _____
Position _____
Company _____
Address _____
Phone _____
E-mail address _____

Have you ever been convicted of a felony ? Yes _____ No _____

Application Waiver

I authorize investigation of all statements made in this application. I hereby give Gregory Jewelers permission to contact previous employers (unless indicated otherwise), school, references, and other, and release Gregory Jewelers and any individuals / firms it contacts from any liability as a result of these contacts.

I understand that Gregory Jewelers follows and “ employment at will “ policy and may terminate my employment at any time, for any reason, consistent with federal and state laws.

I understand that federal law prohibit’s the employment of unauthorized aliens, and that all individuals hired by Gregory Jewelers must provide proof of identity and employment authorization.

I certify that all the statements I have made on this form, and other information provided by me in the process of

applying for this position, are true. I am aware that the misrepresentations or omission of facts on this form is cause for dismissal at any time and without notice.

Signature _____ **Date** _____