



Application for Employment

(This application is considered valid for 30 days only. At the end of this period, if you are still interested in employment, it will be necessary for you to re-apply by filling out a new application and submitting it to company officials.)

Name _____ Social Security # _____ / _____ / _____

Position Applied For: _____ Date of Application _____ / _____ / _____

Home Phone: (_____) _____ Other Phone: (_____) _____

Address: _____

(Street, Route and Apartment Number)

Address: _____

(City, State, Zip Code)

Last grade completed in Grammar School _____ In High School _____

Other Education: _____

Name of High School & Location: _____

Name of College or Vocational School: _____

Former Employers: (List last four employers, starting with last one first)

Date of employment: From _____ / _____ / _____ To _____ / _____ / _____ Supervisor's name: _____

Name and address of employer: _____

Reason for leaving: _____

Last hourly rate of pay: _____ Job title: _____

Date of employment: From _____ / _____ / _____ To _____ / _____ / _____ Supervisor's name: _____

Name and address of employer: _____

Reason for leaving: _____

Last hourly rate of pay: _____ Job title: _____

Date of employment: From _____ / _____ / _____ To _____ / _____ / _____ Supervisor's name: _____

Name and address of employer: _____

Reason for leaving: _____

Last hourly rate of pay: _____ Job title: _____

Date of employment: From _____ / _____ / _____ To _____ / _____ / _____ Supervisor's name: _____

Name and address of employer: _____

Reason for leaving: _____

Last hourly rate of pay: _____ Job title: _____

Falsification or material misrepresentation of any information supplied by the applicant on this employment application form will be grounds for rejecting his or her application for employment and for dismissal if the falsification or misrepresentation is discovered after the individual is hired.

Personal References (not relatives)

Name	Address/Phone	Occupation
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Please give a brief description of why you feel you should be considered for employment at The Old Post Office.

Please Read Carefully

1. Equal Employment Opportunity: The Old Post Office is an equal opportunity employer. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age or physical or mental disability. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions.

2. Authorization by Application: I authorize The Old Post Office to contact my former employers and references listed on this application, and I authorize such individuals and organizations to release information required by The Old Post Office. The information I have supplied on this application and by way of any oral statements is true and accurate, and I understand that any intentional misstatement by me may result in immediate dismissal.

3. Employment at Will: In consideration of my employment, I agree to conform to the rules and regulations of The Old Post Office as set forth in its employee handbook, and understand that my employment and compensation may be terminated with or without notice, at any time, at the option of either the Company or myself. I understand that no other company official has the authority to enter into any agreement for employment for any specified time, or to make any agreement contrary to the foregoing, except by a written document dated and signed by myself and an officer of the Company. I also understand that the Company's policies contained in the employee handbook of the Company. I also understand that the Company's policies contained in the employee handbook do not constitute a contract of employment and may be modified by management at any time.

I understand that this application will remain effective for a period of 30 days from the date submitted, and, thereafter, that

_____ Applicant's Signature	_____/_____/_____ Date
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For Company Use Only

_____/_____/_____ Date employed	_____ Position	_____ Rate of Pay
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