

# **EMPLOYMENT APPLICATION**

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**Welcome and Thank you  
for  
Applying With Us!**

**Sentry**  
**SUPERMARKETS**

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## **NOTICE TO APPLICANTS**

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Sentry is committed to providing an equal opportunity to all individuals who are seeking employment. The objective of the company's hiring procedures is to select the most qualified individual for the job. All applicants are encouraged to provide the company with information that will demonstrate the applicant's qualifications to perform the duties of the job for which the applicant is applying.

### **Invitation to Request Reasonable Accommodation for Applicant with a Disability**

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Personnel Office.

**PLEASE PRINT**

You must fully and accurately complete this application. Incomplete applications will not be considered.

Position(s) applying for \_\_\_\_\_ Date of application \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Are you 16 or older?  Yes  No Are you 18 or older?  Yes  No Are you legally eligible for employment in this country (A U.S. citizen or alien authorized to work in the U.S.)?

If necessary, best time to call you at home is \_\_\_\_\_

Date available for work \_\_\_\_\_ Wage required \_\_\_\_\_  Yes  No

Check the type of employment desired and days you would be available to work, also specify the times you would be available to work each day:

<input type="checkbox"/> Full-time	Number of Hours Desired Per Week: _____	<input type="checkbox"/> Monday _____	<input type="checkbox"/> Friday _____
<input type="checkbox"/> Part-time		<input type="checkbox"/> Tuesday _____	<input type="checkbox"/> Saturday _____
<input type="checkbox"/> Temporary/On Call		<input type="checkbox"/> Wednesday _____	<input type="checkbox"/> Sunday _____
		<input type="checkbox"/> Thursday _____	

Do you have any commitments to another employer that might affect your employment with us?  Yes  No

**GENERAL INFORMATION**

Conviction of a crime is not an automatic bar to employment with this company, but some jobs may not be held by persons convicted of certain crimes. Factors such as the age of the offense, the seriousness and nature of the violation and rehabilitation will be taken into consideration.

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations?  Yes  No

If yes, describe in full \_\_\_\_\_

Have you ever been employed by this company before?  Yes  No If yes, give dates employed \_\_\_\_\_

Are any of your relatives employed by this company?  Yes  No If yes, please list name(s), relationship and store location:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Location \_\_\_\_\_

### EDUCATIONAL HISTORY

School	No. of Years Completed	Name and Location of School	Major Course of Study	Average Grades	Did you Graduate?
High School					Yes _____ No _____
College or University					Yes _____ No _____
Other					Yes _____ No _____

What school activities and organizations including athletics did you participate in? (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability, or ancestry.) \_\_\_\_\_

What scholastic honors did you receive? \_\_\_\_\_

### WORK HISTORY

**GIVE PRESENT OR MOST RECENT POSITION FIRST**

FIRM	PERIOD	POSITION HELD AND MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY*			
TYPE OF BUSINESS	PHONE	RATE OF PAY*		
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY*			
TYPE OF BUSINESS	PHONE	RATE OF PAY*		
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY*			
TYPE OF BUSINESS	PHONE	RATE OF PAY*		

\* Applicant need not answer. Failure to do so will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness?       Yes     No

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**U.S. MILITARY SERVICE**

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Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe Any Special Training \_\_\_\_\_

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Do we have permission to check all information?  Yes  No Can we contact your current employer?  Yes  No

What other special qualifications do you have not listed above?

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Briefly state why you would like to work with our company:

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**SUMMARY**

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We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, height, weight, martial status, or disability.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of this company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no manager or representative of this company, other than the president/owner of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand and agree that this company will not tolerate any acts of violence or sexual harassment. Acts of sexual harassment and violence will lead to disciplinary action, up to and including immediate termination.

I understand and agree that I may be required to take a pre-employment drug test as a condition of hire or continued employment. I agree to consent to take such tests at such times designated by the company, and I agree to release to the company, its directors, officers, agents or employees from any claim arising in connection with the use of such tests.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This employment application will become inactive after 90 days. If you wish to be considered after that time, you must complete a new application. However, your application will be kept on file for 12 months.