

# APPLICATION FOR EMPLOYMENT – Retail SEASONAL SPECIALTY STORES®

**120 Route 101A, Amherst NH 03031 Phone 603-880-8471 Fax 603-595-8497**

An equal opportunity employer

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you responding to a help wanted advertisement? In  Sign  Newspaper: \_\_\_\_\_

Magazine: \_\_\_\_\_  Recommendation: \_\_\_\_\_

Website: \_\_\_\_\_  Other: \_\_\_\_\_

What kind of work are you applying for? \_\_\_\_\_

What special qualifications do you have? \_\_\_\_\_

Are you 18 years or older?  Yes  No Are you 16 years or older?  Yes  No Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

Have you ever served in the military including National Guard or Reserves?  Yes  No

If so, what branch? \_\_\_\_\_ Rank \_\_\_\_\_ Discharge date \_\_\_\_\_

School	#Years Attended	Name of School	City	Course	Did you Graduate?
High					
College					
Other					

### Experience

Name & Address of Company	Date Started	Date Ended	List Your Duties	Starting Salary	Final Salary	Reason For Leaving

References: Name	Street	City	State	Zip	Occupation

**Additional Information, Work Experience – Retail  
Stock / Cashier / Clerk / Sales Associate / Manager**

This questionnaire is being used for entry-level up to management positions. Feel free to skip questions that do not seem to apply to your position, but try to answer as completely as possible.

1. Warehouse work includes moving, lifting, and putting stock into people’s automobiles. Most items weigh 50 lbs.; some weight 100 lbs. Items that weigh more than 100 lbs. are normally handled by two people. Can you handle this physical labor? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
2. Warehouse work often requires accessing our upper and middle storage bins; working six to fifteen feet above the floor. Can you do this? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
3. Store work can include running a cash register, writing receipts, and running a charge card authorization machine. You need to be able to write clearly, spell well, and recognize obvious arithmetic mistakes. Can you do this? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
4. Helping customers requires self confidence (or at least a self-confident appearance), an ability to think and speak clearly, and good grooming. Can you do this? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
5. Testing water at our water lab is a very important job. It requires mixing chemical reagents, matching colors to determine readings, and inputting the results into a computer. Is this a problem? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
6. Learning our business is difficult. We have four completely separate industries, and some of them require extensive technical knowledge. We offer lots of training, via weekly meetings, one-on-one tutoring , and self-study video/workbook courses. We require staff people who are willing and able to learn continually. Can you do this? Yes No Why? \_\_\_\_\_  
\_\_\_\_\_
  
7. Generally, what kinds of grades have you received in:  
Middle School, Junior High: \_\_\_\_\_ High School: \_\_\_\_\_ College: \_\_\_\_\_
  
8. If you think that you could possibly have done better than those grades, why? \_\_\_\_\_  
\_\_\_\_\_
  
9. Any special educational honors (Honor Roll, National Honor Society, scholarships, etc.)? \_\_\_\_\_  
\_\_\_\_\_

10. Our normal work hours are Mon-Fri 10-8, Sat 10-5, Sun 11-5; but we do stay open until 9 PM weekdays in May and June.

- a. What hours are you available during the school years? \_\_\_\_\_
- b. What hours are you available during summer school vacation? \_\_\_\_\_
- c. Are there any special days or weeks that you need off? \_\_\_\_\_
- d. When would school vacation begin?  Not in school     Vacation starts: \_\_\_\_\_
- e. Would working evenings or weekends be a problem?  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_

11. Are you or a member of your immediate family already a customer of our store?  Yes     No

If so, explain: \_\_\_\_\_

12. Do you have any experience in:

- a. Swimming pool care  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Retail store operations  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Big ticket sales (items over \$1000)  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Chemistry and laboratory procedures  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_
- e. Interior or exterior design  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_
- f. Any direct sales  Yes     No    Explain \_\_\_\_\_  
\_\_\_\_\_

13. What other business-related skills do you have? \_\_\_\_\_  
\_\_\_\_\_

14. Do you have plans to attend college in the next few years?  Yes  No Explain \_\_\_\_\_

\_\_\_\_\_

15. Would you be interested in working overtime if it becomes available?  Yes  No Explain \_\_\_\_\_

\_\_\_\_\_

16. Will we need to get a work permit in order for you to work here?  Yes  No

17. Is there anything that you would like to tell us that would make it easier to choose you as an employee or trainee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Is there anything that you need to warn us about, or special requirements that you would have in working for us without divulging any information that should be protected by ADA, EEOC, or any other law?

\_\_\_\_\_

\_\_\_\_\_

19. Do you have any preliminary questions for us? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Anything else you want to tell us? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. What are your salary requirements? \_\_\_\_\_

\_\_\_\_\_

22. Do you see this as a temporary job, or are you looking for a more long-term arrangement? \_\_\_\_\_

\_\_\_\_\_

Office use only, Notes: _____
_____
_____
_____
_____