**EMPLOYMENT APPLICATION**

**CAVAZOS COMMUNITY THRIFT SHOP BLDG. 50003 CLEAR CREEK RD.**

**P.O. BOX 5790 FORT CAVAZOS, TX 76544 PHONE: 254-532-2948**

**HOURS: TUE-THUR 9AM-3PM AND SAT 10AM-2PM**

Date Received:

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| **Personal Information** | | | | | | | | | | |
| **Last Name** | | **First Name** | **Middle Name** | | | | |  | Today’s Date | |
| Street Address | | City | State | | | | | Zip Code | | |
| Home Phone: ( ) -  Work Phone: ( ) - Other: ( ) - | | | | | Are you a United States Citizen or legally eligible to work in  the U. S.? Yes No (*if hired, you will be required to provide documentation that you are eligible to work in the U.S.)* | | | | | |
| Are you 18 or over? Yes No Email: | | | | | | | | | | |
| **Title of Position Applying For** | | | | | | | Date Available:  Dates/Hours Available to Work: | | | |
| Have you been previously interviewed or employed by the Cavazos Community Thrift Shop? Yes No If Yes, list date(s) and job title(s): | | | | | | | | | | |
| Do you have any relatives currently working for the Cavazos Community Thrift Shop? Yes No If Yes, list names and relationship to you: | | | | | | | | | | |
| Are you employed now? | |  | If so, may we contact your present employer? | | | | |  | | |
| **Education** | | | | | | | | | | |
| **Name and Location** | | | | **# Years Completed** | | **Major Area of Study** | | | | **Degree/Diploma** |
| High School |  | | |  | |  | | | |  |
| College |  | | |  | |  | | | |  |
| Graduate School |  | | |  | |  | | | |  |
| Technical  or Certificate Programs |  | | |  | |  | | | |  |

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| **Employment History** Please provide the following information for your previous three employers, beginning with  the most recent: (Please attach an additional page, if necessary, do not use “see attached resume”.) | | | | | | |
| Employer: | | | Dates Employed:  From | | To | Job Title: |
| Address: | | | | | | |
| Telephone: | | | | Job Duties: | | |
| Weekly Pay | Start: | Finish: | |
| Reason for Leaving: | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Employer: | | | Dates Employed:  From | | To | Job Title: |
| Address: | | | | | | |
| Telephone: | | | | Job Duties: | | |
| Weekly Pay | Start: | Finish: | |
| Reason for Leaving: | | | |

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| --- | --- | --- | --- |
| Employer: | Dates Employed:  From To | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Weekly Pay Start: Finish: | |
| Reason for Leaving: | |

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

Please list any special awards, honors, scholarships, or offices held:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **References** Please list names of supervisors, managers, or others who can comment directly on your abilities: | | | | |
| Name | Address | Phone # | Relationship/Occupation | Years Known |
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The Cavazos Community Thrift Shop is an Equal Opportunity Employer. It is the policy of The Cavazos Community Thrift Shop not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, sexual orientation or status with regard to public assistance or disability.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make an investigation of my personal references.



Signature of Applicant Date