

**APPLICATION
FOR
EMPLOYMENT**



**1925 Park Manor Blvd
Pittsburgh, PA 15205
(412) 788-8000**

We at **Once Upon A Child** are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, genetic information or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

PLEASE PRINT

Name _____ Date _____
First Middle Last

Present Address _____
Street City State Zip

Email _____ Telephone (____) _____

Referred by _____
 _____ Advertisement • _____ Email • _____ Person • Other _____

Are you legally eligible for employment in the U.S.A.? _____ Yes _____ No State age if under 18 _____

Position applying for _____ Salary expected _____

Are you available to work _____ Full-time _____ Part-Time

Specify days or times you are not available to work _____

Date available for work _____ List friends or relatives in our employ _____

Were you previously employed by us? • Yes • No If yes, when _____

Other name(s) used while attending schools or places of employment indicated on this form _____

Can you perform the functions of this job with or without reasonable accommodations? • Yes • No

Have you ever been convicted of a felony? • Yes • No If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.) _____

Military Service? • Yes • No Branch of service and rank _____ Dates of Service _____
 Special Training _____

EDUCATION

Name and Location	Course of Study	Scholastic Average	Dates of Attendance	Graduated		
				Yes/No	Mo/Year	Degree
High School/GED			N/A		N/A	
College			N/A		N/A	
Vocational						
Other						

Additional comments regarding education _____

SKILLS

List Computer Software Packages in which you are proficient _____

Point of Sale System (cash register) _____

Other Skills _____

What languages do you:

_____ speak fluently _____

_____ write fluently _____

_____ read fluently _____

EMPLOYMENT HISTORY

(List present or most recent employer first)

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

AUTHORIZATION FOR BACKGROUND CHECK: I authorize Once Upon a Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check.

Indicate those you do not wish contacted: _____

Signed: _____ Date: _____

REFERENCES

Please list three persons other than relatives or personal friends, who can judge your work ability.

1) Name _____ Occupation _____
Address _____ Phone _____

2) Name _____ Occupation _____
Address _____ Phone _____

3) Name _____ Occupation _____
Address _____ Phone _____

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

● PLEASE READ ●

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize **Once Upon a Child** to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by **Once Upon a Child** or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature _____ Date _____

OFFICE USE ONLY

Interviewed by _____ Date _____

Referral Source _____ Hired _____ Not Hired _____

Starting Date _____ Position _____ Salary _____

Location _____ Reporting To _____