

OFFICE USE ONLY: Received by \_\_\_\_\_ Rec'd at \_\_\_\_\_ Date rec'd. \_\_\_\_\_  
Archive \_\_\_\_\_ 1st Interview by: \_\_\_\_\_ 2nd Interview by: \_\_\_\_\_

**Notice to Applicant:** We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship, age, physical or mental disability, or any other characteristics. The information in this application will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by federal, state, or local law.

**Personal Information**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>			
<b>Address</b>		<b>Apt #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Daytime Phone (with area code)</b>		<b>Alternate Phone</b>		<b>Email Address</b>			
<b>Position(s) Applying For</b>		<b>Are you seeking</b>		<b>Full Time</b>	<b>Part Time</b>	<b>Temporary Work</b>	
<b>Minimum Salary Desired?</b>		Please indicate the hours you are available to work(evenings & weekends are generally required):					
		<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>If we offer you a position, when would you be able to work?</b>		<b>Have we previously employed you?</b>		<b>Have you ever applied to us before?</b>			
		<b>Yes</b>	<b>No</b>	<b>Yes</b>		<b>No</b>	
		<b>If yes, when?</b>		<b>If yes, when?</b>			
<b>How did you learn of this opening?</b>		<b>If someone referred you, name them.</b>		<b>Have you ever used another name? If yes, please state.</b>			
<b>Are you at least 18 years of age?</b>		<b>Yes</b>	<b>No</b>	<b>If hired, can you present proof of your legal right to live and work in this country?</b>			
<b>Are you at least 16 years of age?</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>		<b>No</b>	
<i>If you are under 18, a work permit may be required prior to working.</i>							
<b>Are you willing and able to perform the essential functions of the job for which you are applying? (see attached description)</b>		<b>If not, which job function(s) are you unable to perform?</b>					
		<b>Yes</b>	<b>No</b>				
<b>What, if any, reasonable accommodations could we make to enable you to perform these essential job functions?</b>		<b>Are you willing and able to work overtime, as may be required by the job for which you are applying?</b>					
				<b>Yes</b>		<b>No</b>	
		<b>If no, please explain</b>					

<p><b>Are you willing and able to report to work on time and to attend work on a regular and consistent basis as scheduled?</b></p> <p style="text-align: center;"><b>Yes      No</b></p> <p><b>If no, please explain.</b></p>	<p><b>Have you ever been convicted of a felony or misdemeanor that resulted in imprisonment?</b></p> <p style="text-align: center;"><b>Yes      No</b></p> <p><i>*see note below</i></p> <p><b>If yes, describe.</b></p> <p><i>*such a conviction would not necessarily disqualify an applicant from employment.</i></p>
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**Business Experience** Start with your present or most recent position and include all employment history for the past five years. Use additional sheets if necessary. **Please fill out completely even if submitting a resume with your application.**

**Are you currently employed?    Yes    No    If employed, may we contact your present employer?    Yes    No**

A. Company Name	Address (Street, City, State, Zip)	Phone:
Kind of Business	Start Date:	End Date:
Title	Starting Pay Rate Per	Ending Pay Rate Per
Principal Duties:		
Name and Title of Immediate supervisor:	Phone:	
What do/did you like most about this job?	What do/did you like least?	
Reason(s) for leaving:		

B. Company Name	Address (Street, City, State, Zip)	Phone:
Kind of Business	Start Date:	End Date:
Title	Starting Pay Rate Per	Ending Pay Rate Per
Principal Duties:		
Name and Title of Immediate supervisor:	Phone:	
What do/did you like most about this job?	What do/did you like least?	
Reason(s) for leaving:		

**Business Experience Continued:**

C. Company Name	Address (Street, City, State, Zip)	Phone:
Kind of Business	Start Date:	End Date:
Title	Starting Pay Rate Per	Ending Pay Rate Per
Principal Duties:		
Name and Title of Immediate supervisor:	Phone:	
What do/did you like most about this job?	What do/did you like least?	
Reason(s) for leaving:		

D. Company Name	Address (Street, City, State, Zip)	Phone:
Kind of Business	Start Date:	End Date:
Title	Starting Pay Rate Per	Ending Pay Rate Per
Principal Duties:		
Name and Title of Immediate supervisor:	Phone:	
What do/did you like most about this job?	What do/did you like least?	
Reason(s) for leaving:		

**Education:**

Check highest year completed:	High School:	1	2	3	4	College/Graduate School:	1	2	3	4	5	6
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SCHOOL	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?		DEGREE OBTAINED
HIGH SCHOOL(S)		Yes	No	
COLLEGE(S)/ UNIVERSITIES		Yes	No	
TRADE, BUSINESS, PROFESSIONAL		Yes	No	

**Additional Skills & Knowledge**

CATEGORY	KNOWLEDGE LEVEL
HIGH SCHOOL(S)	
COLLEGE(S)/ UNIVERSITIES	
TRADE, BUSINESS, PROFESSIONAL	

**Additional Questions**

Have you ever been terminated or asked to resign from a job?      Yes      No      If yes, please explain:
Please list any activities, memberships, awards, licenses, or accomplishments that you feel may be relevant and that you would like us to consider in evaluating your application
Why are you interested in working for Mutts & Co? List skills, abilities, and strong points that you feel particularly qualify you for a position with us and will help you succeed in this job.
What are your weaker points and areas that need improvement?

## AT WILL EMPLOYMENT AND ACCEPTANCE STATEMENT

I certify that the information contained in this application is true and correct. Further, I understand that any omission or mis-statement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. If I am offered employment, I agree that prior to or at the commencement of my employment I will provide original documents to Mutts & Co. which verify my identity and right to work under the Immigration Reform and Control Act of 1986 ("IRCA"). I also agree that Mutts & Co. may provide photocopies of the form on which my identity and right to work is verified (the "I-9" Form) and any supporting documentation submitted by me to any person who, in connection with effecting compliance with IRCA, has legitimate interest in the information contained therein. Additionally, I understand that nothing contained in this application or conveyed during any discussion or interview which may be granted to me is intended to create a contract between me and Mutts & Co. for either employment or the provision of any benefits. No express or implied promises or representations regarding employment or the duration of employment have been made to me, and I understand that no such promises or representations are binding on Mutts & Co. unless made in writing and signed by me and an authorized representative of the company. I further understand that if an employment relationship is established, I will have the right to terminate my employment at will at any time and Mutts & Co. will retain a similar right to terminate my employment at will (that is, with or without advance notice and with or without cause).

**BY TYPING MY NAME BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND ACCEPTED THE POLICIES AND PROVISIONS LISTED IN THIS APPLICATION. YOU MAY BE ASKED TO SIGN THIS DOCUMENT IF GRANTED AN INTERVIEW.**

NAME:	DATE:
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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**PHYSICAL JOB REQUIREMENTS FOR STORE PERSONNEL**

Working at Mutts & Co. requires that you be able to carry out certain job functions on a regular basis. These include but are not limited to the list below. Review the list below and **check only those items you are unable or unwilling to perform.**

- Identifying, sorting, and recording products
- Loading products and/or lifting animals weighing up to 50 lbs.
- Lifting and carrying product weighing up to 50# around the store and to customers' vehicles
- Typing on a keyboard
- Answering phone and answering customer inquiries
- Cleaning the facility and products which involves handling cleaning products, equipment and animal waste.
- Handling pets that visit the store
- Reading, writing, and arithmetic (including percentages)
- Instructing customers on the proper use of equipment
- Handling customer complaints in a professional manner
- Adhere to company dress code requirements and personal hygiene requirements

**More specifically, the job requires that you be able to do the following:**

- Stand on concrete- 80% of your day
- Walk- 50% of your day
- Bend/squat/crouch - frequently
- Reach- frequently
- Balance- occasionally
- Push/Pull- occasionally
- Climb- occasionally
- Lift up to 50 lbs.- frequently
- Carry up to 50 lbs.- frequently
- Perform fine and gross manipulation- frequently
- Grasp and use power grip- occasionally
- Talk- frequently

1. I have read the list of job functions above and am willing and able to perform the duties described.  
Yes (Skip question 2. Sign & Date below) No (If no, complete question 2)
2. If no, I have checked the boxes of the job functions listed above that I am unable or unwilling to perform.  
If no, what reasonable job accommodation(s) could Mutts & Co. make to enable you to perform these duties?

**BY TYPING MY NAME BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND ACCEPTED THE POLICIES AND PROVISIONS LISTED IN THIS FORM. YOU MAY BE ASKED TO SIGN THIS DOCUMENT IF GRANTED AN INTERVIEW.**

NAME:	DATE:
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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**References:**

**Minimum of 3 professional references (managers or immediate supervisors preferred)**

Name	Phone:	Email:
How long have you known or worked for this reference?	How do you know this reference? Indicate company for supervisors or managers	

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How long have you known or worked for this reference?	How do you know this reference? Indicate company for supervisors or managers	

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