



APPLICATION FOR EMPLOYMENT

Please complete the entire application to ensure processing.

PERSONAL INFORMATION (please print)			
Name		First	Middle
Last			
Address	Street	City, State	Zip Code
Phone Number(s)		Referred by	
Daytime () -		Evening () -	
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (All new hires are required to provide proof of eligibility to work in the U.S.)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If under the age of 18, you will be required to submit proper documentation and permits required by federal, state and Company policy)			
Conviction: Have you been convicted of a crime in the last seven (7) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment. Include type of crime and date of conviction on a separate sheet.			

EMPLOYMENT DESIRED (keep in mind that the availability of hours may vary.)							
Position				Wage desired \$		Date you can start	
Specify hours available each day of the week.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Have you worked for a Fleet Feet store? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Which store?							

EDUCATION	Name and Address of School	Did you graduate?	Course of study/major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SKILLS: List skills relevant to position applied for:
Basic office skills: (include computer proficiency – Word, Excel, others)
Have you ever been a Fleet Feet Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? Describe your experience:

Why would you like to work at Fleet Feet?
Describe a specific situation in which you have provided excellent customer service in your most recent position. Why was this effective?

WORK EXPERIENCE
 List below current and prior employers, starting with the most recent one first. Please include any volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date: (mm/dd/yy) From: To:	Current employer (Name, type of business)		
Job Title:	Reason for Leaving:	Average # of hours per week	
Duties Performed:			
Supervisor's Name:		Phone #:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: (mm/dd/yy) From: To:	Previous employer (Name, type of business)		
Job Title:	Reason for Leaving	Average # of hours per week	
Duties Performed:			
Supervisor's Name:		Phone#/email address:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date (mm/dd/yy) From: To:	Previous employer (Name, type of business)		
Job Title:	Reason for Leaving:	Average # of hours per week:	
Supervisor's Name:		Phone:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties Performed:			

REFERENCES: Please give the names of three professional references, whom you have known at least one year.			
<i>Name</i>	<i>Email address/phone number</i>	<i>Type of business</i>	<i>Years acquainted</i>

PLEASE READ CAREFULLY

Fleet Feet does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction.

By signing below,

- I hereby authorize Fleet Feet to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment.
- I certify that all statements made by me on this application are true and complete to the best of my knowledge and that any misrepresentations or omissions may be the cause for rejection of my application, or may be cause for subsequent dismissal, if I am hired.
- I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Fleet Feet.
- I understand that nothing contained in this application or conveyed during any interview which may be granted, is intended to create an employment contract.
- I understand that filling out this form does not indicate there is a position open and does not obligate Fleet Feet to hire me.
- I further understand and agree that my employment, if granted, is “at will”, which means that it is for no specified period and may be terminated by me or Fleet Feet at any time without prior notice for any reason.

Signature of Applicant:

Date:

INTERNAL OFFICE USE			
References:			
Date	Organization	Contact	Information obtained
Criminal Background Check Performed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Eligible for hire? <input type="checkbox"/> Yes <input type="checkbox"/> No		Initials of employee who completed this section :	