

# Horrocks Market, Inc.

## EMPLOYMENT APPLICATION

*In order for Horrocks Market to consider your application, you must answer all questions completely. Please use the extra space on page 3 as needed. Any person requiring accommodation for completing the application process should notify the office manager as soon as possible.*

NAME: (first, middle, last) \_\_\_\_\_

Other names, if any, under which you have worked or attended school: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

Employment desired – please circle all appropriate choices: Permanent Temporary Summer Full-time Part-time

Expected pay rate: \$ \_\_\_\_\_ per \_\_\_\_\_

Position(s) sought: \_\_\_\_\_

Are you willing to work weekends, holidays and rotating shifts? No \_\_\_ Yes \_\_\_ Preferred work hours: \_\_\_\_\_

Have you applied for work with Horrocks Market before? No \_\_\_ Yes \_\_\_ When? \_\_\_\_\_

Have you worked with Horrocks Market before? No \_\_\_ Yes \_\_\_ When? \_\_\_\_\_

Please list any skills, experience or interests which you feel would especially qualify you for work with us: \_\_\_\_\_

Are you at least 18 years of age? No \_\_\_ Yes \_\_\_

**Horrocks use only**

*If under 18, work permit no.* \_\_\_\_\_

Do you have any other commitments to another employer that might affect your employment with us? No \_\_\_ Yes \_\_\_

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

If hired, when can you start? \_\_\_\_\_ Do you have access to reliable transportation? No \_\_\_ Yes \_\_\_

Have you served in the U.S. Armed Forces? No \_\_\_ Yes \_\_\_ Dates of service: from \_\_\_\_\_ to \_\_\_\_\_

Branch: \_\_\_\_\_ Duties: \_\_\_\_\_

Rank at enlistment: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_ Discharge status: \_\_\_\_\_

Have you ever been convicted of a felony? No \_\_\_ Yes \_\_\_ Explain when, where and nature of all such convictions: \_\_\_\_\_

Are there any felony charges pending against you now? No \_\_\_ Yes \_\_\_ Please describe: \_\_\_\_\_

**WORK EXPERIENCE**

*List most recent jobs first.*

<b>Company name &amp; address</b>	<b>Dates employed <i>start - end</i></b>	<b>Duties</b>	<b>Supervisor's name</b>	<b>Final pay rate</b>	<b>Reason for leaving</b>

**EDUCATION**

*List each school separately; minors should list grade school and junior high school record as well.*

<b>School name &amp; address</b>	<b>Course of study</b>	<b>Number of years attended</b>	<b>Did you graduate?</b>	<b>Degree attained or reason for leaving</b>	<b>Number of days absent/late</b>

**REFERENCES**

*Please provide the names and telephone numbers of at least three persons who have known you for more than one year; please do not list former employers or relatives.*

<b>Name &amp; address</b>	<b>Telephone number</b>	<b>Occupation</b>

**ADDITIONAL INFORMATION**

*Please write any information you care to add, or continue comments from previous questions.*

**EQUAL OPPORTUNITY EMPLOYER**

Horrocks Market, Inc. is an Equal Opportunity Employer. It is the policy of Horrocks Market to afford equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, height, weight, familial status, veteran status, or disability.

**NOTICE TO ALL APPLICANTS**

Federal law requires that all employees must be able to verify that they are eligible to work in the United States. All applicants offered a position with Horrocks market, Inc. must present documentation showing eligibility before the hiring process is complete.

All applicants are hereby notified that, if offered employment at Horrocks Market, Inc. it is their responsibility to provide documentation showing they are eligible to work in the United States. Horrocks Market, Inc. provides this notice at this time so applicants may have documents ready should they be offered employment. Documents will be reviewed at the time a conditional offer of employment is made.

**NOTICE TO DISABLED APPLICANTS**

Horrocks Market, Inc. actively encourages applications by qualified individuals who have disabilities, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a disability will be necessary to perform required work duties, Michigan law requires that you notify Horrocks Market within 182 days after you knew or should have known that the accommodation was needed.

**APPLICANT’S CERTIFICATION AND AGREEMENT**

*Please read carefully*

**CERTIFICATION OF TRUTHFULNESS** – I certify that the information provided on this Employment Application (and accompanying resumé, if any) is true and complete to the best of my knowledge and agree that evasive answers, falsified information, or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

**AUTHORIZATOIN FOR EMPLOYMENT INFORMATION** – I authorize Horrocks, Market, Inc. to investigate all statements contained in this application, including records of any former employers, police department, and other references or sources concerning me. I authorize all such references and sources (and Horrocks Market, Inc.) to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records that may be required by state or federal law.

**EMPLOYMENT AT WILL** – If hired, in consideration of my employment I agree to abide by the rules and policies of Horrocks Market, Inc. I further agree that such employment and all compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Horrocks Market, Inc. or myself. I understand that no agent or representative of Horrocks Market, Inc. has any authority to make any agreement contrary to the foregoing, except by a written employment contract signed by the president of Horrocks Market, Inc.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**Horrocks Market, Inc.**

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