

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 HR Manager as soon as possible.

NAME: (first middle last) _____

Other names, if any, under which you have worked or attended school: (i.e. maiden name. Do not include nicknames)

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___ Available work hours: _____

Have you applied for work with Horrocks Market before? No___ Yes___ When? _____

Have you worked with Horrocks Market before? No___ Yes___ When? _____

Are you related to or acquainted with any employees at Horrocks Market, Inc.? No___ Yes___

What is your relationship to them? _____

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___

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: _____

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.

Company name & address	Dates employed <i>start - end</i>	Duties	Supervisor's name	(Optional) Final pay rate	Reason for leaving

EDUCATION

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

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

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.

Name & address	Telephone number	Occupation

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, sexual orientation, gender identity, age, marital status, height, weight, familial status, veteran status, disability or any other status protected under federal, state or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

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.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

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.

AUTHORIZATION 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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