



Employment Application

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, face, creed, national, origin, religious persuasion, disability, or any other factor whose consideration is prohibited by law.

Name of Applicant (please indicate how you wish to be addressed) Last Name First Name Middle Initial(s)			Social Security Number		Date	
					Date Available	
Address (No., Street, Apt. City, State, Zip Code)					Position	Location
Telephone Number: Home Business Cell/Mobile			Salary/Hourly Rate Required			
Type of Employment		Do you have any objection to working overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Full Time <input type="checkbox"/> Summer <input type="checkbox"/>		Can you work overtime without prior notice? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Can you work on Saturday? <input type="checkbox"/> Yes <input type="checkbox"/> No				
		Can you work on Sunday? <input type="checkbox"/> Yes <input type="checkbox"/> No				
		Shift available? <input type="checkbox"/> Day <input type="checkbox"/> Afternoon/Evening <input type="checkbox"/> Any				
Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please answer if related to the job you are applying for: Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Some positions in the company required that staff be bonded. Are you bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within 3 days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.						
Education						
Secondary School attended and location:				Highest grade successfully completed:		Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
University attended and location:				No. of years completed	Major Subjects	Degrees
Community College attended and location:				No. of years completed	Major Subjects	Degrees
Other Educational Training / Courses:						
Office Applications						
Skill / Aptitude	Years of experience	Speed	List any computer software or secretarial training courses completed and any other training which may be helpful in considering your application.			
Keyboard Data Entry						
Typing						
Warehouse Applications						
Skill / Aptitude	Years of experience	License (if any)	List any equipment, machinery, tools, or special upholstery, finishing or inventory training courses completed and any other training which may be helpful in considering your application.			
Forklift or Stockpicker						
Wood Finisher						
Upholstery						

Rothman Furniture Inc. is a smoke-free workplace!

WE SCREEN ALL APPLICANTS FOR ILLEGAL SUBSTANCE ABUSE

Employment History

1. Name of Employer		Address No. Street City	
Type of Business		Department	Your Position
Duties:			
Name of Position of Immediate Supervisor			Supervisor's Phone Number
Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
Reason for leaving			

2. Name of Employer		Address No. Street City	
Type of Business		Department	Your Position
Duties:			
Name of Position of Immediate Supervisor			Supervisor's Phone Number
Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
Reason for leaving			

3. Name of Employer		Address No. Street City	
Type of Business		Department	Your Position
Duties:			
Name of Position of Immediate Supervisor			Supervisor's Phone Number
Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
Reason for leaving			

MAY WE ASK YOUR PRESENT EMPLOYER FOR A REFERENCE Yes No

Have you ever been disciplined or discharged from employment? Yes No
 If yes, please explain: _____

Have you ever been asked to resign from employment? Yes No
 If yes, please explain: _____

Have you ever been convicted of a felony and/or any crime involving dishonesty? Yes No
 If yes, please explain: _____

Please read this section carefully!

And acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

1. Consent to conduct Background and Consumer Report Investigation.

As a condition of and in consideration for Rothman's consideration of this application, I hereby authorize Rothman Furniture, Inc. to obtain or compile an investigative consumer report as to my general reputation, character and life-style, or any other matters which in the view of Rothman Furniture, relates to my suitability to serve in its employ. I further authorize Rothman Furniture, Inc. to obtain a record of any information regarding my involvement with the criminal justice system maintained by any local, state or federal law enforcement agency, which shall include information as to criminal convictions. I hereby agree to release and hold harmless Rothman furniture, Inc., with its officers, agents, employees, successors and assigns, from all liability in any way related to the investigation of suitability for employment.

2. Consent to Pre-Employment Substance Abuse Testing.

Applicants for employment will be required to undergo urinalysis or other screening for illegal drugs. Refusal to submit to a test shall result in denial of employment. When the presence of an illegal drug is detected, any employment will be denied or immediately revoked.

3. Consent to Contact Past Employers.

I give permission to Rothman to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Rothman. Consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Rothman. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to Rothman. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

4. Consent to Contact Government Agencies.

I give permission to any agent, attorney, or representative of Rothman to receive a copy of any information obtained in the file of any federal, state or local court, government agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information, and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Rothman as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil record that relate to my honesty, integrity and/or abilities.

5. Cooperation with the Investigation.

I agree to fully cooperate in Rothman's background investigation, and to sign any waivers or releases that may be necessary to obtain access to the relevant information. In the event that any former employer or federal, state or local government agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

6. Falsification Statement.

I understand that any falsification or willful omission of fact made in this application or in the connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment for immediate dismissal.

7. Employment "At Will".

In consideration of my employment, I agree to conform to the rules and regulations of Rothman, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Rothman or myself, except as otherwise provided by law.

8. Sealed or Expunged Records. **for Illinois applicants only**

As a part of the background information that I provide on this application, I am not required to provide, and I shall not voluntarily provide, Rothman Furniture with any information regarding any conviction/arrest records pertaining to me that have been sealed or expunged. By my signature on this application, I acknowledge that Rothman Furniture did not inquire about and I did not provide any information regarding conviction/arrest records that have been sealed or expunged.

Applicant's Signature

Date

Please describe any retail and/or selling experience you have:

Please describe any experience you have with using cash registers or cash drawers:

At the present time, our store hours are Monday through Friday from 10:00 a.m. to 9:00 p.m., Saturday 10:00 a.m. to 8:00 p.m., and on Sunday from 11:00 to 5:00. In addition, personnel may be required to be at work up to an hour earlier or later than the store operating hours. It is of the utmost importance that you are able to meet the required work schedule which includes evenings, weekends, and holidays.

We are open for business when the general public is off and has time to shop. This means we will be open on all holidays with the exception of Easter Sunday, Thanksgiving Day, and Christmas Day. Is there any other holiday other than these three that you would not be able to work? _____

Do you prefer to work: _____ Full-time _____ Part-time

For the days you are available to work, list the hours you are available:

Sunday _____ to _____ Saturday _____ to _____

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____