

# The Shoe Horn

8 Langdon Street  
Montpelier, VT 05602  
802-223-5454

www.theshoehorn.net

## Application for Employment – Apply in person

(PLEASE PRINT)

**Position Applied For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City State Zip

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_ **If necessary, the best time to call you is** \_\_\_\_\_  
Area Code

**If necessary, may we call you at your place of work? Phone # and time?:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Are you legally eligible for employment in this country?** YES \_\_\_\_\_ NO \_\_\_\_\_  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

**Type of employment desired:** Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

**Date available to work:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Days & Hours Available To Work:**  
(Please be very specific, for example, if you are a student include class times, etc.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMPLOYMENT HISTORY**

List your last four employers starting with the most recent, including military experience.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title	Hourly Rate / Salary			
	Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate / Salary			
	Ending			
May we contact for reference?	\$	Per		
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
Address		From	To	
Job Title	Hourly Rate / Salary			
	Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate / Salary			
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Job Title	Hourly Rate / Salary			
	Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate / Salary			
	Ending			
May we contact for reference?	\$	Per		

**Comments (including explanation of any gaps in employment):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

A. List the last 3 schools attended, starting with the *last one*. B. School location. C. List the number of years completed. D. Indicate degree or diploma earned, if any. E. Major or minor field of study (if applicable).

A. School	B. Location	C. Years Completed	D. Degree	E. Major

**REFERENCES:**

List name and telephone number of three business/work references who are *not* related to you and are *not* your previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Relationship

Why do you want to work at The Shoe Horn? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What interests or experiences do you have that relate to the products we sell?  
\_\_\_\_\_  
\_\_\_\_\_

We pride ourselves on exceptional customer service. Please summarize any special skills and qualifications acquired from employment, or other experiences that may qualify you to work with us. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know any current or former employees of The Shoe Horn or Onion River Sports?: \_\_\_\_\_  
\_\_\_\_\_

Anything else you'd like to tell us?: \_\_\_\_\_  
\_\_\_\_\_