



APPLICATION FOR EMPLOYMENT

Please complete the entire application to ensure processing.

EMAIL:		
PERSONAL INFORMATION (please print)		
Name Last	First	Middle
Address Street City, State Zip Code		
Phone Number(s) Daytime	Evening	Referred by
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:

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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>

Signature of Applicant:		Date:

INTERNAL OFFICE USE

References:

Date	Organization	Contact	Information obtained

Criminal Background Check Performed: Yes No

Eligible for hire? Yes No **Initials of employee who completed this section :**