



POINTE 234 GROUP, LLC
EMPLOYMENT APPLICATION

DATE OF APPLICATION _____ / _____, 20____
MM/DD YEAR

PLEASE PRINT LEGIBLY

NAME _____
LAST FIRST MI

ADDRESS _____
NUMBER STREET APT.

_____ CITY STATE ZIP CODE

Social Security Number _____ - _____ - _____ Email Address _____

HOME TELEPHONE () _____ OTHER TELEPHONE () _____

How were you referred to The Pointe Books, Blooms & Coffee? _____

Type of position desired _____ FT PT

Date Available _____

Salary required \$ _____ per _____.

Are you willing to travel if required? Yes No

Are there any days or hours you are unavailable to work? Yes No
 If yes, please specify _____

Education

Name and Address of School	Graduated		Dates Attended		Degree Earned and Major Field of Study
	Yes	No	From	To	
High School					
College					
Graduate School					
Other(Business Services, Trade)					

List Professional License/Certification: _____

List Professional Memberships and Offices held: _____

Please complete the information below, if applicable.

Typing Speed (wpm) _____

Computer Yes No Software _____

Graphics Yes No Software _____

Other (Please describe) _____

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Employment History

Please list your most recent paid position first. You may attach a separate sheet describing volunteer assignments. May we contact all listed employers?
 Yes No. If no, specify? _____

Company Name		Job Title	
Address			
Date Started	Supervisor's Name and Position	Reason for Leaving	
Date of Termination	Phone Number	Beginning Salary	Ending Salary
Your Responsibilities			
Company Name		Job Title	
Address			
Date Started	Supervisor's Name and Position	Reason for Leaving	
Date of Termination	Phone Number	Beginning Salary	Ending Salary
Your Responsibilities			
Company Name		Job Title	
Address			
Date Started	Supervisor's Name and Position	Reason for Leaving	
Date of Termination	Phone Number	Beginning Salary	Ending Salary
Your Responsibilities			

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Have you ever been arrested, convicted of a crime other than a minor traffic violation, or pleaded nolo contendere in a criminal case?

Yes No. If yes, Please explain _____

Do you have knowledge of a physical or mental condition which would, should you be hired, affect your ability to perform duties and responsibilities of the role for which you are applying?

Yes No If yes, please explain _____

Are you 18 years of age? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? Yes No

Please list three (3) references (no relatives) who have known you for at least two (2) years.

Name	Address	Phone	Occupation

Agreement

NOTE: We will conduct an investigation into whether you have been convicted of a felony or misdemeanor. Under our policy, past convictions may or may not disqualify you from a volunteer or staff position. The decisions will be made very carefully, considering all facts of the conviction(s) and the role for which you are applying. Your failure to disclose past convictions may disqualify you from obtaining employment with The Pointe Books, Blooms & Coffee.

I represent that all information that I submit to The Pointe Books, Blooms & Coffee in support of any application is true and complete. I understand that false information and omissions, in whole or in part, in support of my application, are likely to subject me to immediate discharge at any time during the period of employment, should I be hired. I authorize The Pointe, Books, Blooms & Coffee to verify any and all information concerning my work history, experience, education and credit history, with the appropriate individuals, companies, institutions or agencies, and I authorize them to release records or summaries thereof without any obligation to provide me written notice of such disclosure. I will hold The Pointe Books, Blooms & Coffee Bookstore and such persons or entities harmless from any liability whatsoever as a result of such disclosures.

Please print your name: _____

Signature: _____ Date: _____

Pointe 234 Group, LLC is an Equal Opportunity Employer