

# PORTER'S APPLICATION FOR EMPLOYMENT

- Idaho Falls      It is our policy to keep applications on file for 6 months  
 Rexburg          To renew or check status of an application,  
    applicants should visit the store personally.

Today's Date \_\_\_\_\_

Date Available for Work \_\_\_\_\_

- Are you seeking:     Full time  
                                Part time # of hours per week \_\_\_\_\_  
                                Either

Are you 18 years or older?  Yes  No  
 If under 18, how old are you \_\_\_\_\_

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: _____			
Present Address: _____		City: _____	State: _____
Permanent Address: _____		City: _____	State: _____
Home Phone: _____		Other Phone: _____	
Education	Name/Location of School	No. of Years	Did you Grad.?
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Special areas of study other than "General": \_\_\_\_\_

### FORMER EMPLOYERS

From	-	To	Name and Address of Employer	Pay	Position	Reason Left
	-					
	-					
	-					

In case of emergency, notify: Name: \_\_\_\_\_ Number: \_\_\_\_\_

### REFERENCES

Name	Address	Business
1. _____	_____	_____
2. _____	_____	_____

Preferred Position applied for: \_\_\_\_\_ Acceptable Wage Range (Optional): \_\_\_\_\_

Which of the following areas in the store would you be interested in? (Rate numerically 1=very 2=somewhat 3=maybe 4=not interested)

Cashier \_\_\_\_\_ Frt/Receiving \_\_\_\_\_ Custom Frames \_\_\_\_\_ Cards/Gifts \_\_\_\_\_ Craft Supplies \_\_\_\_\_ Art Supplies \_\_\_\_\_  
 Maintenance/Janitorial \_\_\_\_\_ Fabric \_\_\_\_\_ Scrapbook/Paper Craft \_\_\_\_\_ Floral \_\_\_\_\_ Bookkeeping \_\_\_\_\_

Applicant's Comments: \_\_\_\_\_

Will you be available for work for at least one year? (12 months)  Yes  No  
 Are you be available to work the following?  
 Week before Christmas?  Yes  No Friday & Saturday after Thanksgiving?  Yes  No Saturday before Easter?  Yes  No  
 Occasional Holidays like Labor Day?  Yes  No If not every Saturday, how many per month? \_\_\_\_\_  
 Spring Break & Conference Weekend?  Yes  No  
 (Students: put availability schedule on back or attach separate sheet)

STORE USE: Hired: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_ Pay: \_\_\_\_\_

Comments: \_\_\_\_\_