

CityDog Market Employment Application

An Equal Opportunity Employer

CityDog Market is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on the basis of age, race, religion, color, disability, gender, veteran status, physical condition, sexual orientation, or nationality.

Please print and complete all sections.

Applicant Information

Applicant Name _____

Home Phone _____

Other _____

Email Address _____

Current Address:

Number and street _____

City _____

State & Zip _____

How were you referred to CityDog Market?: _____

Availability:

Please be honest with us so we can ensure your success and ours.

Are you applying for?

- Temporary work – such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N

What days are you available for work? _____

How many hours a week are you available to work? _____

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Salary desired: \$ _____

If hired, would you have transportation to/from work? Y or N

If hired, how long do you expect to work here? _____

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed _____

Note: CityDog Market complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Other information:

Why do you want to work for CityDog Market? _____

What has been your greatest accomplishment? _____

How do you define superior customer service? _____

Do you currently volunteer for any organizations? If so, please explain your involvement.

Employment History:

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed.**

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: [_____
Address: _____
City, state, zip: _____

Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? Y or N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____

Business Type: _____
Address: _____
City, state, zip: _____

Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? Y or N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: _____
Address: _____
City, state, zip: _____

Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? Y or N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: _____
Address: _____
City, state, zip: _____

Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? Y or N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: _____
Address: _____
City, state, zip: _____

Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? Y or N

References:

List below three persons who have knowledge of your work performance within the last four years. Please list professional references only.

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Education, Training and Experience:

High School:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree / diploma earned: _____

College / University:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree / diploma earned: _____

Vocational School:

Name: _____
Address: _____
City, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree / diploma? : _____

Military:

Branch: _____
Rank in Military: _____
Total Years of Service: _____
Skills/duties: _____
Related details: _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?
 Y or N

If yes, please explain _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or CityDog Market.

I permit CityDog Market to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release CityDog Market, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature: _____

Date: _____

CityDog Market Applicant Pre-Screening Form

1. Why are you interested in joining the CityDog Market team?

2. List 5 words that best describe your personality.

3. Please rank the following motivators for you to perform at your very best. Rank them in order of importance with 1-5; 1 is the most important factor and 5 is the least important factor.

1. Pay Raises/Bonuses
2. Recognition/Compliments on work performance
3. Schedule flexibility
4. Learning new information
5. Promotional opportunities

4. If we contacted your current employer (or most recent past employer) what do you think they would tell us about you?

5. Tell us about the best customer service experience you've ever received and why it was the best.

6. Which statements best describe your past experience of working with a team in a work environment. Please assign the best number to each statement using the following guide:

- 1: Almost always
2. Sometimes
3. Usually
4. Rarely

I get elected by others as the leader.

I volunteer to be the leader.

I prefer to be assigned projects by the leader.

I prefer to work on projects by myself.

7. Use the following number system to best describe yourself at a party.

- 1) Not usually
- 2) Sometimes
- 3) Usually
- 4) Almost always

I arrive early or on time to the party.

I hang out with the friends I know best.

I offer to bring something to the party.

I find a place to comfortably sit.

I introduce myself to others as soon as I arrive.

I am the first one to leave the party.

I am the life of the party.

I stay until the end of the party.

I help clean up after the party.

I make sure everyone is having fun at the party.

8. Based on feedback you've received from family, friends, teachers, or past employers, please list three things you've been recognized for.

9. Tell us about the best manager you've ever had and what made that manager the best.

10. Please tell us what you enjoy doing for fun.

11. Are you a "pet parent"? If so, please tell us about your pets.

12. If you are a current customer of CityDog Market, please tell us what you purchase from our store for your pet(s).

13. Please provide specific information for the days and number of hours you are interested in working.

14. If you are in school, please provide your current school schedule and tell us how often your school schedule changes.

15. What else would you like to share with us in order to help us know you better?