

# Denney Jewelers

## Employment Application

Please print all information requested below, except signature

Name: _____		
Address: _____		
City: _____	State: _____	
Zip: _____	Telephone #: _____	
Email: _____		
Preferred method of contact: _____ Preferred Time: _____		
Position Desired: _____	Salary Desired: _____	When could you start work? _____
Employment Desired: Full-Time Only: _____ Part-Time Only: _____ Full- OR Part-Time: _____		
How many hours can you work weekly?	Can you work nights and weekends when needed?	
Are there any days/hours you CANNOT work?	How did you hear about us?	
Do you know anyone who works for this company?	If so, who?	
Are you currently employed?	If so, why are you seeking employment?	
Have you ever been terminated from employment or asked to resign by an employer? If so, please elaborate:		

### Military

Have you ever been in the armed forces?	
Specialty: _____	
Date Entered: _____	Date Discharged: _____

## Education & Training

	Name and Location	Years Completed	Major/Degree
High School			
College			
Vocational School			
Professional School			

Have you completed any special courses, seminars, and/or training that would enable you to perform the position for which you are applying? If yes, please describe:

## Employment History

Please start with your most recent position

<b>Position #1</b>		
Name of Employer:	Employment Dates:	
Address:	Supervisor:	
Phone Number:	Job Title:	
Reason for Leaving (Be specific):	Salary:	

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

**Position #2**

Name of Employer:	Employment Dates:
Address:	Supervisor:
Phone Number:	Job Title:
Reason for Leaving (Be specific):	Salary:
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:	

**Position #3**

Name of Employer:	Employment Dates:
Address:	Supervisor:
Phone Number:	Job Title:
Reason for Leaving (Be specific):	Salary:
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:	

If you have additional positions and relevant professional information, please include them in your resume.

Denney Jewelers is an equal opportunity employer. Denney Jewelers does not discriminate on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Denney Jewelers to hire me. If I am hired, I understand that either Denney Jewelers or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Denney Jewelers has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Denney Jewelers true and complete information on this application. No requests information has been concealed. I authorize Denney Jewelers to investigate all statements contained in this application. I understand that the misrepresentation or omission of facts may be cause for dismissal at any time without any previous notice. I hereby give Denney Jewelers permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Denney Jewelers from any liability as a result of such contact.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**On a separate sheet, please answer the following questions.**

- 1.) Tell us a little bit about yourself. Where do you see yourself in 1 year? 5 years?
- 2.) Why did you decide to apply at Denney Jewelers? Why do you think you will be a good addition to our team?
- 3.) What factors are important to you in a job? How do you see this job contributing to your personal advancement?
- 4.) Give an example of bad customer service that you have personally observed. Explain what made it a negative experience.
- 5.) What do you think is the most important aspect of excellent customer service? Provide a specific example from your personal experience.
- 6.) What are your personal strengths? Personal weaknesses?
- 7.) We all make mistakes. What do you do when you make a mistake and how do you deal with it? Please provide a specific example.

**Please mail this completed and signed application along with a Statement of Interest and Resume to the following address:**

**Denney Jewelers  
ATTN: Human Resources  
2901 W. Wabash  
Springfield, IL 62704**

**Questions? Please call (217) 787-0500**