



# MANLEY'S MIGHTY MARTS - LLC

1249 Front Street, Binghamton, NY 13905  
(607) 772-9131 Fax: (607) 771-6092

OFFICE USE ONLY	
LOC _____	
INT (1) _____ (2) _____	

## EMPLOYMENT APPLICATION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

TO APPLICANT: WE SINCERELY APPRECIATE YOUR INTEREST IN SEEKING EMPLOYMENT WITH OUR COMPANY. TO ENHANCE OUR EFFORTS IN EVALUATING YOU FOR THE POSITION THAT BEST MEETS YOUR QUALIFICATIONS CLEARLY STATE YOUR BACKGROUND AND HISTORY

All sections must be completed IN FULL even if a resume is included.

DATE \_\_\_\_\_

**PLEASE PRINT LEGIBLY!**

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Apt # Street # Street City State Zip

Phone Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Message ( ) \_\_\_\_\_

Previous addresses (for at least the last five years)

\_\_\_\_\_  
Apt # Street # Street City State Zip

\_\_\_\_\_  
Apt # Street # Street City State Zip

### ARE YOU:

- YES  NO  ~over the age of 18? If no, please state your age \_\_\_\_\_
- YES  NO  ~a previous applicant? If yes, when \_\_\_\_/\_\_\_\_/\_\_\_\_ Where \_\_\_\_\_
- YES  NO  ~a previous employee of Manley's Mighty Marts? If yes please specify dates of employment and location.  
From \_\_\_\_\_ TO \_\_\_\_\_ LOCATION \_\_\_\_\_
- YES  NO  ~eligible to work in the United States? (proof of eligibility to work in the United States will be required before an applicant can be employed)

How were you referred to Manley's Mighty Marts? \_\_\_\_\_ store sign \_\_\_\_\_ news ad \_\_\_\_\_ outdoor banner \_\_\_\_\_ employee (employee's name) \_\_\_\_\_

POSITION APPLIED FOR? \_\_\_\_\_  PART-TIME  FULL-TIME

WAGES REQUIRED? \$ \_\_\_\_\_ PER HOUR, OR \$ \_\_\_\_\_ PER WEEK

### Specify the days and hours you will be available:

If available any days/any hours place a check mark here _____. If restrictions apply, complete the hours available on the right	Sunday	from _____ to _____	Wednesday	from _____ to _____
	Monday	from _____ to _____	Thursday	from _____ to _____
	Tuesday	from _____ to _____	Friday	from _____ to _____
			Saturday	from _____ to _____

Do you have any relatives or friends working for Manley's Mighty Marts ?  
If yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_ What store? \_\_\_\_\_  
If yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_ What store? \_\_\_\_\_

Do you have a license to drive in the United States? YES  NO   
If yes, in which state? \_\_\_\_\_ type of license \_\_\_\_\_

The secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, giardia and compylobacter may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling and serving food, food service equipment and utensils in a sanitary and healthy fashion. Is there any reason why you cannot perform the essential functions of this job? YES  NO   
If yes, explain: \_\_\_\_\_

Have you ever been convicted of, pled guilty, or pled no contest or nolo contendere to a crime other than a minor traffic violation? Do not include convictions upon which your record was sealed or expunged. YES  NO

**PLEASE NOTE:** A conviction will not necessarily be an automatic bar to employment. Factors such as the type and seriousness of the crime, the frequency of the violations, your age at the time, your entire work and education history, and the nature of the job sought will be taken into consideration. To help us evaluate your application, please describe the nature of the crime(s), when it occurred and your subsequent rehabilitation.

### EDUCATION AND RELATED TRAINING

HIGHEST YEAR COMPLETED:	HIGH SCHOOL: 9 10 11 12 GED	COLLEGE: FR SO JR SR POST
LIST SCHOOLS ATTENDED	NAME AND LOCATION	COURSE OF STUDY
HIGH SCHOOL		
COLLEGE		
OTHER (TRADE, GRADUATE, ETC.)		

Please list any other education , training, certificates, licenses or special skills that are related to the job for which you are applying:


**EMPLOYMENT AND EXPERIENCE**

Beginning with your present or most recent experience, list your last 3 employers

PRESENT EMPLOYER		TYPE OF BUSINESS	ADDRESS	PHONE NUMBER ( )
START DATE	LEAVE DATE	SALARY	REASON FOR LEAVING	ELIGIBLE FOR REHIRE YES <input type="checkbox"/> NO <input type="checkbox"/>
JOB TITLE		SUPERVISOR AND TITLE		MAY WE CONTACT YES <input type="checkbox"/> NO <input type="checkbox"/>
MAJOR JOB DUTIES				
PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	PHONE NUMBER ( )
START DATE	LEAVE DATE	SALARY	REASON FOR LEAVING	ELIGIBLE FOR REHIRE YES <input type="checkbox"/> NO <input type="checkbox"/>
JOB TITLE		SUPERVISOR AND TITLE		MAY WE CONTACT YES <input type="checkbox"/> NO <input type="checkbox"/>
MAJOR JOB DUTIES				
PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	PHONE NUMBER ( )
START DATE	LEAVE DATE	SALARY	REASON FOR LEAVING	ELIGIBLE FOR REHIRE YES <input type="checkbox"/> NO <input type="checkbox"/>
JOB TITLE		SUPERVISOR AND TITLE		MAY WE CONTACT YES <input type="checkbox"/> NO <input type="checkbox"/>
MAJOR JOB DUTIES				
Comments: Please explain any gaps in your employment history (if due to service in the military, list dates of service and also training received which would assist you in the job(s) for which you have applied.				

Please initial at the end of each of the following paragraphs to indicate that you have read and understand the contents

**An Equal Opportunity Employer** In compliance with Federal and State equal employment opportunity laws, all qualified candidates will be considered for employment without regard to their race, creed, color, national origin, ancestry, gender, age, marital status, sexual preference, veteran status, or the presence of non job related medical conditions or disabilities. (initials\_\_\_\_\_)

**Applicants Acknowledge and Agree to the Following:**

The distribution or receiving of this application by Manley's Mighty Marts does not imply or intend to imply an agreement or contract to employ the applicant. The purpose of this application is solely to allow persons a standard form on which to submit their qualifications. This application will be considered valid for no longer than six months. Re-application is a necessity after six months. (initials\_\_\_\_\_)

I authorize all persons, schools, employers, and organizations mentioned in this application to provide the Company with any and all job related information requested by the Company, and I voluntarily release such persons, schools, employers, and/or organizations from all liability for providing such information. (initials\_\_\_\_\_)

In the event that I am employed by the Company, I agree to abide by all the policies of Manley's Mighty Marts. I acknowledge that Manley's Mighty Marts reserves the right to amend or modify the policies of Manley's Mighty Marts at any time without prior notice. I also understand, that if employed, my employment is considered "at will" and may be terminated with or without cause, notice or liability, at any time, at my option or the option of the Company. I understand that no representation, whether oral or written, by any agent or representative of the Company, at any time, can constitute a contract of employment. (initials\_\_\_\_\_)

I understand that any falsification, misrepresentation, or omission of information requested on this application will be just cause for denial of employment or immediate dismissal. (initials\_\_\_\_\_)

I understand that as part of the procedure for my employment application an investigative consumer report may be made concerning my character, general reputation, personal characteristics, and mode of living. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I certify that I am a genuine applicant for employment and that this application is being submitted solely for the purpose of seeking employment with Manley's Mighty Marts and for no other reason. (initials\_\_\_\_\_)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Application Submitted