

Impact Thrift Stores' Employment Application

Office Use Only
Last Name, First Initial:

Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Cell phone number

Emergency Contact #

Wages expected: \$ _____

Driver's license number/state/expiration
(if job involves any driving)

Email address

Employment Desired

Location Desired

Position applied for

(Circle All Applicable)

Hatboro

Montgomeryville

Norristown

Feasterville

DPC

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

Identify prior experience that relates to this position:

Are you legally eligible for employment in the United States? Yes No

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Other (Specify)				

Position Hired For:

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

(Please continue on next page)

Employment Application

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number		\$	\$	3.
	Fax number	Supervisor(s)		4.	
	Job position(s)				
	Reason(s) for leaving				
What value did you add to this company or its customers?					
2.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number		\$	\$	3.
	Fax number	Supervisor(s)		4.	
	Job position(s)				
	Reason(s) for leaving				
What value did you add to this company or its customers?					

(Please continue on next page)

Employment Application

Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number	\$	\$	3.
	Fax number	Supervisor(s)		4.
	Job position(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
			
			

4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number	\$	\$	3.
	Fax number	Supervisor(s)		4.
	Job position(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
			
			
			
			

(Please continue on next page)

Employment Application

Additional Information

Have you ever been employed with this company before? Yes No
If Yes, when?

Do you have any friends or relatives employed by this company? Yes No
If Yes, please provide their names and relationship to you:

Are you currently employed? Yes No
If Yes, may we contact your employer? If not, explain below. Yes No

Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

If driving is a requirement of the position applied for: Have you in the last 3 years, been convicted of, or pled guilty to, a moving violation? Yes No
If Yes, please explain:

If driving is a requirement of the position applied for: Have you in the last 7 years been convicted of Driving Under the Influence "(DUI)" Yes No

If hired, do you have a reliable means of transportation to and from work? Yes No

If hired, would you be able to work overtime as needed? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
If Yes, please explain:

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

(Please continue on next page)

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Are you able to perform all of the essential functions of the job for which you are applying without accommodation? Please review the attached essential functions description specific to the job for which you are applying **BEFORE** answering this question. Yes No

If No, please explain:

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? Please review the attached essential functions description specific to the job for which you are applying **BEFORE** answering this question. Yes No

If Yes, please explain:

(Please continue on next page)

Employment Application

References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Additional Space

Additional space provided to expand on any points or questions asked previously in this application

Please use additional paper as necessary

(Please continue on next page)

Employment Application

Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

_____ This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws.

Discrimination and Sexual Harassment Policy Statement

_____ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

_____ If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Please continue on next page)

At-Will Employment

I understand and agree that if I am employed, my employment will be “at-will”, which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company’s president.

Testing Authorization

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug/alcohol or medical test required by the Company as a condition of continued employment.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

Company Obligation

I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature _____

Date _____

Attachment to Impact Thrift Stores Employment Application

Essential Job Functions Descriptions: Loading Dock, Donations Processing, and Cash Register Operations

Physical Requirements by Department

Department:

Loading Dock
(Heavy activity)

<u>Activity</u>	<u>Frequency</u>
bending	frequent
reaching	frequent
twisting	frequent
squatting	frequent
lifting	frequent –up to 100lbs
standing	up to 4 hrs at a time
walking	frequent
grasping	frequent
pull/pushing	frequent

Truck Crew
(Heavy activity)

<u>Activity</u>	<u>Frequency</u>
bending	frequent
reaching	frequent
twisting	frequent
squatting	frequent
lifting	frequent –up to 100lbs
standing	up to 4 hrs at a time
walking	frequent
grasping	frequent
pull/pushing	frequent

Cash Register Operations
(Medium activity)

<u>Activity</u>	<u>Frequency</u>
bending	occasional
reaching	frequent
twisting	frequent
squatting	infrequent
lifting	up to 30lbs
standing	up to 4 hrs at a time
walking	occasional
grasping	frequent
pull/pushing	occasional

Essential Job Functions Descriptions: Loading Dock, Donations Processing, and Cash Register Operations

Physical Requirements by Department

Clothing
(Medium activity)

Activity

Frequency

bending frequent
reaching frequent
twisting frequent
squatting occasional
lifting frequent-up to 30lbs
standing up to 4 hrs at a time
walking occasional
grasping frequent
pull/pushing occasional

Bric-a-Brac
(Medium activity)

Activity

Frequency

bending frequent
reaching frequent
twisting frequent
squatting occasional
lifting frequent-up to 30lbs
standing up to 4 hrs at a time
walking frequent
grasping frequent
pull/pushing frequent

Recycling
(Heavy activity)

Activity

Frequency

bending frequent
reaching frequent
twisting frequent
squatting frequent
lifting frequent –up to 100lbs
standing up to 4 hrs at a time
walking frequent
grasping frequent
pull/pushing frequent