



Dear Applicant:

First, we appreciate your interest in seeking to work for Impact Thrift Stores, Inc. Once your application and/or resume are received, via hard copy, fax, or as an e-mail, the information will be forwarded to the Human Resources Department for review and consideration.

After initial processing by the Human Resources Department is completed: if it is determined that your education, training and experience potentially qualify you for a position with the company, you will be contacted to schedule an interview.

Please be aware that those applicants who do not meet the required qualifications **will not** process further in the hiring process. Unfortunately due to the high volume of applications received and reviewed, only those persons selected for interviews will be contacted after submission of their paperwork.

Thank you again for your interest in Impact Thrift Stores, Inc.

Impact Thrift Stores Inc.

# Impact Thrift Stores' Employment Application

## Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

### Availability

Mon    Tues    Wed    Thu    Fri    Sat    Sun  
Start \_\_\_\_\_

End \_\_\_\_\_

Desired hours: full time / part time (circle one)

Emergency contact # \_\_\_\_\_

Wages expected: \$ \_\_\_\_\_

## Employment Desired

## Location Desired

Position applied for

*(Circle All Applicable):*

**Stores:**    Montgomeryville    Norristown    Feasterville

**Donation Processing Center:**    Montgomeryville

How did you hear about this position?

Date available for work

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

Identify prior experience that relates to this position:

## Education

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

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

# **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 (May we contact <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 (May we contact <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?			

*(Please continue on next page)*

# Employment Application

## Employment History

3. Employer (May we contact  Yes  No)

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

4. Employer (May we contact  Yes  No)

Address	Start Date	End Date	Essential job functions of final position
City, State, Zip	Starting Salary	Ending Salary	1.
Phone number	\$	\$	2.
Fax number	Supervisor(s)		3.
Job position(s)			4.
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 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

**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)*



# **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**

**Store: Essential Job Functions/ Physical Requirements Descriptions:**

**Merchandise Associate/Cashier**

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	occasional
reaching	frequent
squatting	frequent
lifting	frequent -up to 30lbs
lifting	occasionally over 30lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	occasional

**Dock Associate**

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	frequent
reaching	constant
squatting	frequent
lifting	frequent –up to 100lbs
lifting	occasionally over 100lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	frequent

**DPC (Donation Processing Center):**  
**Essential Job Functions/ Physical Requirements Descriptions**

**Processing Associate**

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	frequent
reaching	frequent
squatting	frequent
lifting	frequent-up to 50lbs
lifting	occasionally over 50lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	occasional

**DPC (Donation Processing Center):**  
**Essential Job Functions/ Physical Requirements Descriptions**

**Dock/Furniture/Warehouse**

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	frequent
reaching	frequent
squatting	frequent
lifting	frequent –up to 100lbs
lifting	occasionally over 100lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	frequent

**Truck Crew**

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	frequent
reaching	frequent
squatting	frequent
lifting	frequent –up to 100lbs
lifting	occasionally over 100lbs
standing	frequent
walking	frequent
grasping	frequent
pull/pushing	frequent