

# 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

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)				

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

Position Hired 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)*



# **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**

(medium to heavy activity)

**Activity**

**Frequency**

bending frequent  
reaching frequent  
twisting frequent  
squatting frequent  
lifting frequent –40 lbs or more  
standing up to 4 hrs at a time  
walking frequent  
grasping frequent  
pull/pushing frequent

**Truck Crew**

(heavy activity)

**Activity**

**Frequency**

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

**Cash Register Operations**

(light activity)

**Activity**

**Frequency**

bending occasional  
reaching frequent  
twisting frequent  
squatting infrequent  
lifting up to 10 lbs  
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**  
(light to medium activity)

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
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)

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

**Recycling**  
(medium to heavy activity)

<b><u>Activity</u></b>	<b><u>Frequency</u></b>
bending	frequent
reaching	frequent
twisting	frequent
squatting	frequent
lifting	frequent –40 lbs or more
standing	up to 4 hrs at a time
walking	frequent
grasping	frequent
pull/pushing	frequent