

Charity Newsies

4300 Indianola Avenue
Columbus, OH 43214
Charitynewsies.org

Application for Employment – Clothing Clerk (Seasonal-Part Time)

The clothing clerk is a seasonal, part-time position, beginning on the last Monday of July and terminating on December 31. The hours to be work are defined as Monday-Friday, 8:30am-2:30pm (6 hour shift/30 hours per week) with one paid break per day. This position does not require weekend or holiday hours. This position pays \$15/hour.

Applicant must be a United States citizen or provide proof of work eligibility, must be a high school graduate or have a GED and will be required to pass a background check.

To applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in considering you the above listed position. We consider applicants without regard to race, color, religion, sex, national origin, age, disability or handicap, disabled or Vietnam era veteran status, or any other legally protected status.

Physical Demands: This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the entire shift. The employee must frequently lift and move items that weight more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to read, write and understand English.

Please print clearly

Date of Application _____

Personal Information

Last Name First Name Middle Name Social Security Number

Address Contact Phone Number (include Area Code)

City State Zip Code

Are you able to work the hours as listed in the position description? Yes No If No, please provide an explanation: _____

Do you have reliable transportation? Yes No If No, how do you intend to get to this position on a daily basis: _____

If your application is considered favorable, on what date will you be available to work? _____

Have you filed an application with us before? Yes No If yes, when? _____

Were you previously employed by us before? Yes No If yes, when? _____

How did you learn of this opening? Facebook Family/Friend Referral Internet posting

Other _____ Name of Referral if applicable: _____

List any relatives who are employed by or are members of Charity Newsies:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Yes No (Proof of work eligibility will be required upon employment.)

Are you on lay-off and subject to recall? Yes No

Have you been convicted of a crime within the past five (5) years? (Exclude any convictions that have been dismissed by a court) Yes No If yes, please list the type of charge, date and county where the matter is pending and the current status. _____

Work History

May we contact your present employer? Yes No

List the past 4 jobs held or the past 10 year employment history. Start with your present or most recent job. Include U.S. military service assignments and volunteer activities which are job related. If you need additional space, continue on the back of the application or attach an additional sheet.

1. Employer	From (date)	To(date)
Phone#	Salary/hourly wage	
Address	Work performed	
Job Title		
Supervisor		
Reason for leaving		
2. Employer	From (date)	To(date)
Phone#	Salary/hourly wage	
Address	Work performed	
Job Title		
Supervisor		
Reason for leaving		
3. Employer	From (date)	To(date)
Phone#	Salary/hourly wage	
Address	Work performed	
Job Title		
Supervisor		
Reason for leaving		
4. Employer	From (date)	To(date)
Phone#	Salary/hourly wage	
Address	Work performed	
Job Title		
Supervisor		
Reason for leaving		

Record of Education					
School	Name and Address	Course of Study	Last Year Completed	Did you Graduate	List Diploma or Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Vocational			2 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			3 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			4 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Job Applicant's Agreement and Certification

I certify that the information given by me in this application is true in all respects, and agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon you.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time. The employer reserves and retains the right to make changes in terms and conditions of my employment as the employer determines to be appropriate.

I understand that this application will be kept on file for one year from the date completed, after which time I would have to reapply in accordance with established company procedures.

I understand that if employed with Charity Newsies it is "at will" which means that my employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Charity Newsies or myself, except as otherwise provided by law.

Applicant's Signature _____ Date _____