

**M. HOPPLE & Co.**  
*fine stationery & papers*

**EMPLOYMENT APPLICATION**

M. Hopple & Co. is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, ancestry or age with respect to individuals who are at least 40 years of age. In addition, M. Hopple & Co. does not discriminate against qualified individuals with a disability.

PERSONAL

Name (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

Position applied for \_\_\_\_\_

Date available to start \_\_\_\_\_ Salary Requirements \_\_\_\_\_

Available Full or Part time \_\_\_\_\_ Downtown or Kenwood \_\_\_\_\_

Have you applied with us before? \_\_\_\_\_ If yes when? \_\_\_\_\_

Are you willing to work an irregular schedule? \_\_\_\_\_ Weekends? \_\_\_\_\_ Overtime? \_\_\_\_\_

If no please explain. \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_

Have you ever been convicted of a violation of the law other than a minor traffic violation? \_\_\_\_\_

If yes please explain: \_\_\_\_\_

(you may be subject to a criminal record/background check prior to employment - a conviction will not necessarily bar you from employment.)

Do you currently engage in the illegal use of any drugs? \_\_\_\_\_

If hired, proof of your identity and employment eligibility in the United States must be established by appropriate documentation at the time you begin work with M. Hopple & Co.

In case of an emergency notify \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EDUCATION

Name and Location of High School \_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Area of Study \_\_\_\_\_ Degree/GPA \_\_\_\_\_

Name and Location of College or other formal training \_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Area of Study \_\_\_\_\_ Degree/GPA \_\_\_\_\_

Name and Location of College or other formal training \_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Area of Study \_\_\_\_\_ Degree/GPA \_\_\_\_\_

Special Skills (computer knowledge, retail experience, etc) \_\_\_\_\_

Additional Achievements: describe below any significant activities or accomplishments in high school, college, community affairs, etc. which you believe may be an indication of you job related abilities.

UNITED STATES MILITARY SERVICE

Branch \_\_\_\_\_

Highest Rank Achieved \_\_\_\_\_ Dates of Service \_\_\_\_\_

Duties and Skill Learned \_\_\_\_\_

EMPLOYMENT AND BUSINESS EXPERIENCE

May we contact your present employer? \_\_\_\_\_

Name under which employed if different from present name \_\_\_\_\_

Begin with your present job and list previous jobs in chronological order.

Name of Firm \_\_\_\_\_ Type of Firm \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Wage \_\_\_\_\_ Final Wage \_\_\_\_\_ Dates Employed \_\_\_\_\_

Duties \_\_\_\_\_

What did you like about the work? \_\_\_\_\_

What did you dislike about the work? \_\_\_\_\_

What was your reason for leaving? \_\_\_\_\_

Name of Firm \_\_\_\_\_ Type of Firm \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Wage \_\_\_\_\_ Final Wage \_\_\_\_\_ Dates Employed \_\_\_\_\_

Duties \_\_\_\_\_

What did you like about the work? \_\_\_\_\_

What did you dislike about the work? \_\_\_\_\_

What was your reason for leaving? \_\_\_\_\_

Name of Firm \_\_\_\_\_ Type of Firm \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Wage \_\_\_\_\_ Final Wage \_\_\_\_\_ Dates Employed \_\_\_\_\_

Duties \_\_\_\_\_

What did you like about the work? \_\_\_\_\_

What did you dislike about the work? \_\_\_\_\_

What was your reason for leaving? \_\_\_\_\_

REFERENCES

Personal References

Relationship

Telephone

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Business References

Company

Telephone

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CERTIFICATION AND AUTHORIZATION

I certify that all facts contained in the application are true and complete. I authorize M. Hopple & Co. to verify the accuracy of the information provided herein, and I authorize former employers and educational institutions to release information concerning me to M. Hopple & Co. I understand that falsification, misrepresentation or omission of facts may disqualify my application or, if already employed will be for no definite period, and regardless of the date of payment of wages or any other factors, may be terminated at any time without previous notice and with or without reason, at the will of either myself or the company. I also understand and agree that no one has authority to promise me job security or continued employment.

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

\_\_\_\_\_  
Date

For Office Use Only

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