



## Application for Sales Associate Position

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **IMPORTANT THINGS TO KNOW BEFORE YOU APPLY!**

#### **5th Block Sales Associates are hired to work almost exclusively on weekends!**

- Typical shifts are Friday 5pm-9pm, Saturday 10am-5pm, Saturday 5pm-9pm, and Sunday 11am-5pm.
- Shifts are usually rotated weekly so that one Sales Associate does not always have to work the same shifts.
- All Sales Associates will be given real-time access to the shop's web-based schedule.

#### **5th Block Sales Associates must be reliable and must plan ahead!**

- There is normally only one Sales Associate staffing the shop. It is not like some other jobs where if one person doesn't show up, the others on that shift just have to work harder to pick up the slack. *If you don't show up for your assigned shift, and you haven't arranged coverage - there is no one to run the shop!*
- You must either work your assigned shift, or YOU must find another Sales Associate to cover your shift. You are responsible for texting the owner to request any changes to shift coverage you have arranged so that the schedule can be updated. *Until the schedule is updated, all associates are still responsible for their shifts as shown on the schedule.*
- If you don't show up for your shift, or if you contact the owner to say you won't work your shift and you haven't arranged coverage, you can expect to be terminated.

#### **5th Block Sales Associates spend a lot of their time cleaning!**

- Sales Associates are expected to spend about 20-25% of their shifts cleaning, neatening, and maintaining stock.
- In addition, Sales Associates working the opening shifts on Saturday and Sunday start their shifts a full hour before the shop opens, so that the floors can be thoroughly cleaned. On Saturdays, the front half floors are cleaned; on Sundays, the rear half.

#### **It is important that you understand the commitment you are making!**

Before you apply, think ahead to what other weekend activities you may need to re-arrange or miss if you are unable to arrange coverage of your assigned shifts - athletic, religious, family, etc. If you are not going to be reliable, it is better to not apply for a position at 5th Block.

*Please sign to indicate that you have read the information above, understand the implications, and still want to apply:*

\_\_\_\_\_

Are you 16 years old or older?  Yes  No

Are you 18 years old or older?  Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S?  Yes  No

Have you ever worked or attended school under another name?  Yes  No

If so, under what name? \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

## Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, last grade completed _____	
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

What computer software/programs are you familiar with?

Microsoft Windows:  Vista  7  8

Microsoft Word

Microsoft Excel

QuickBooks POS

Other software: \_\_\_\_\_

## Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.		
Employer:		Address:
From	to	Position Held:
		Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:

Employer:		Address:
From	to	Position Held:
		Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:

## Authorization and Acknowledgements

I certify that I have not knowingly withheld any information that might affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by this company, can be grounds for my immediate termination from the company. \_\_\_\_\_ (*Initial*)

I permit the company to check and verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation. \_\_\_\_\_ (*Initial*)

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_