

## Instructions

1. To work at Horsefeathers you must
  - a. be at least 18 years old
  - b. have a valid driver's license or government issued ID
  - c. have a reliable means to get to work
  - d. able to work Saturdays and nights. We close most nights at 7 pm and have you on your way by 7:30 pm.
  - e. pass a background check, a drug and alcohol screening, and a math skills test
2. Job Description
  - a. Assist customers in store in finding and selecting merchandise.
  - b. Answer customer questions
  - c. Stock inventory
  - d. Occasional light cleaning
  - e. As silly as this next statement seems, we are looking for people willing to WORK. When our employees are not assisting customers, they are expected to stock merchandise or carry out other tasks as directed by the owners. Some former employees thought this position would consist of standing around when not helping customers.
3. Retail store experience required
4. The interview process starts with your application!
  - a. Fill out the full application.
  - b. Type or print all information clearly and legibly.
  - c. Sign & scan your completed application.
  - d. Email it to [webmaster@shophorsefeathers.com](mailto:webmaster@shophorsefeathers.com).
  - e. Do not bring the application to the shop
  - f. Do not ask anyone at the shop about the status of your application.
5. We will email you to set up a date and time for a phone or in person interview.

**Intentional Blank Page**



**JOB APPLICATION FORM**  
CLEARLY PRINT ALL INFORMATION EXCEPT SIGNATURE

Today's Date: \_\_\_\_\_

Full Name \_\_\_\_\_

Current address \_\_\_\_\_

How long have you lived there? \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Employment desired  FULL-TIME  PART-TIME

Position applied for **RETAIL STORE SALES ASSOCIATE**

When are you available to start work? \_\_\_\_\_

Hourly wage desired \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Legally eligible for employment in United States?  Yes  No

Can you work nights (until 8 pm)?  Yes  No

Can you work weekends?  Yes  No

Are you able to lift over 25 pounds?  Yes  No

Do you have a valid driver's license?  Yes  No

How will you get to work? \_\_\_\_\_

\_\_\_\_\_

List current or former HORSEFEATHERS employees you know \_\_\_\_\_

\_\_\_\_\_

Any allergies?  Yes  No

Which ones? \_\_\_\_\_

\_\_\_\_\_

Day	Hours Available (example 2 pm - 6 pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Languages Spoken \_\_\_\_\_

Body Jewelry experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of School	Name, City, State	Years Completed *	Major / Degree	Did you Graduate?
High School				
College / University				
Business / Trade School				
Other Types of Education				

\* add a check box here if you are currently enrolled in that school

An application form sometimes makes it hard for someone to adequately summarize their complete background. Use the space below to detail additional information and special talents necessary to describe your full qualifications for the position for which you are applying.

<b>Work Experience</b> Please list your work experience for the past five years beginning with your most recent job held. Add additional copies of the next page if needed. If you have gaps in your employment history detail below. You must complete all fields.			
CURRENT Employer Name, City, State, Phone Number	FULL Name of last supervisor		
	Start Date		End Date
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Employer Name, City, State, Phone Number	<b>Full Name</b> of last supervisor			
	Start Date		End Date	
May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Last Job Title			
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

Employer Name, City, State, Phone Number	<b>Full Name</b> of last supervisor			
	Start Date		End Date	
May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your last job title			
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				
Did you complete this application yourself <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, who did? _____			

Explain gaps in job history here.

Date From	Date to	Reason



**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Horsefeathers Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee Horsefeathers Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President or Vice-President of the Company. Both the undersigned and Horsefeathers Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I recognize and acknowledge that confidential and proprietary information of the Company may be discussed with me during the interview process. I agree not to disclose this information to any third party.

I understand that I may be required to work nights, weekends and / or holidays.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**DRUG AND ALCOHOL POLICY**

Horsefeathers Inc. has a drug and alcohol policy (which will be provided to all employees) that provides for pre-employment testing as well as testing after employment

1. I agree to abide by the provisions of the drug and alcohol policy
2. I understand that compliance with such policy is a condition of my employment, and that continued employment is based on the successful passing of testing under such policy.
3. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

The Company has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees and the public. Employees impaired by alcohol or other drugs during working hours may pose safety and health risks, not only to themselves, but to others.

**Therefore, to ensure a safe working environment, it is the policy of Horsefeathers that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Horsefeathers that illegal possession, manufacture, use, sale, or transfer of a controlled substance on company property or during work hours by its employees is prohibited. Violations of this policy will be cause of management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective and/or disciplinary actions up to and including termination.**

Signature of applicant \_\_\_\_\_

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

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.