

For Two Bostons Use

Date Application Received:

Received By:

Two Bostons--Application for Team Member Employment

**** Please note that all items must be completed to be considered for employment at Two Bostons**

**** Please note that applications are only accepted in person at a Two Bostons Store**

Personal Information

Name: _____

First

Middle

Last

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Mobile Phone: _____

Email: _____

Position/Responsibility Desired: _____

Desired Salary Range: \$_____/hr to \$_____/hr

Preferred Store Location: Downtown Naperville _____ Springbrook (75th and 59) _____

Would you want to be considered for employment at both locations? _____

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____

Are you 17 or older? Yes: _____ No: _____

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes: _____

No: _____

If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? * Yes: _____ No: _____

If yes, please explain:

How did you hear about Two Bostons?

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Availability

Day of the Week	From	To	Notes?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Desired Schedule – (Your Ideal Schedule) – Please note that this may not be possible and that all team members work 1 weekend day each week.

Day of the Week	From	To	Notes?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Total Hours Desired: _____

You will be expected to work holidays as Two Bostons is a retail store. Are there any holiday you are NOT able to work? _____

When will you be available to begin work? ____/____ (Month/Year)

Education

High School: _____ City: _____ State: _____

Years Completed: _____

College: _____ City: _____ State: _____

Course of Study: _____ # of Years Completed: _____

Did You Graduate? Yes: _____ No: _____ Degree: _____

Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

Position #1

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Hourly Wage: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #2

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Hourly Wage: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #3

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Hourly Wage: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Conditions of Employment

Two Bostons sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Two Bostons, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to satisfy our external and internal customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work
- Ability to carry pet supplies with a weight up to 35 lbs.
- Ability to handle customer complaints and make decisions independently.

Are you willing and able to comply with all the requirements listed? Yes: _____ No: _____

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Two Bostons retains the same rights. No Two Bostons representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

Signature: _____ Date: _____

Printed Name: _____