

Retail Employment Application

Josephs Jewelers

Attn: John Joseph

5425 Mills Civic Pkwy

West Des Moines, IA 50266

515-440-2991

515-273-2570 (fax)

John.joseph@josephsjewelers.com

Applicant Information

Applicant Name:

Address1:

Address2:

City :

State:

Zip:

Phone:

How were you referred to Josephs?

Have you ever applied for employment at Josephs previously?

Have you been employed at Josephs previously?

What location are you applying for?

What position?

Availability

Please be honest with your answers, so we set a schedule that will work for both you and us. We do not have extra time off without pay or flex time. Saturdays are generally our busiest day. We will try to allow one Saturday off every 4 – 6 weeks as business permits. Regular attendance is very important to the job.

What days and hours (Monday - Sunday) are you available for work?

How many hours per week can you work?

Please Answer the Following Questions:

Why are you applying to work here?

What has been your greatest accomplishment?

If hired, how long do you expect to work here?

Why do customers shop at this store?

What is customer service?

A customer complains that their ring was sized incorrectly and they're leaving town tomorrow, what would you do?

What would you do if your coworker is late returning from break and it's your break time now?

A customer leaves with both copies of the credit card receipt, what would you do?

A co-worker is rude to customers, what would you do?

Personal Information:

If hired, would you have reliable transportation to/from work? [] Y or [] N

We offer a professional work environment and expect all employees to dress appropriately and maintain a professional image at all times.

We do not allow visible tattoos, body piercings, or revealing clothing.

Education, Training and Experience

High School / VOC-TECH:

School name: _____

School address: _____

School city, state, zip: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Additional honors, commendations, or achievements.

Do you have hobbies or other skills that would add to your ability to perform your job.

Computer Proficiency (programs you use on a regular basis and level of achievement).

Authorization

I certify that the facts contained here are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature: _____

Date: _____