Hawley Lane
SHOES
We fit your feet © We change your life.

APPLICATION FOR EMPLOYMENT

Applicant Information

Hawley Lane Shoes is an equal opportunity employer. All prospective candidates will receive consideration without discrimination based on race, religion, color, sex, sexual orientation, national origin, age, ancestry, marital status, being a party to a civil union, handicap or disabilities or perceptions of disabilities, military status, political activity or other protected class status. Discrimination of this policy is prohibited.

Last:	***First:***	***M.I.:***	***Date:***
Street Address:			***Apartment/Unit #:***
City:	***State:***		***Zip Code:***
Telephone Number:	***E-Mail Address:***		
Date Available:	***What is your availability?***		
Position Applied For:			***Desired Salary: $***
Have you ever worked for this company? Yes ❒ No ❒		***Are you legally authorized to work in the U.S.? Yes ❒ No ❒***	

Education

Name of High School:		***Address:***	
Did you graduate?: Yes ❒ No ❒		***Did you receive a diploma?: Yes ❒ No ❒***	
College:		***Address:***	
From: To:	***Did you graduate?: Yes ❒ No ❒***		***Degree:***
Other:		***Address:***	
From: To:	***Did you graduate?: Yes ❒ No ❒***		***Degree:***

References

Please list three professional references.

Full Name:	***Relationship:***
Company Name:	***Phone:***
Company Address:	
Full Name:	***Relationship:***
Company Name:	***Phone:***
Company Address:	
Full Name:	***Relationship:***
Company Name:	***Phone:***
Company Address:	

Previous Employment

Company:		***Phone:***	
Address:		***Name of Supervisor:***	
Job Title:	***Starting Salary: $***		***Ending Salary: $***
Responsibilities:			
From:	***To:***	***Reason for Leaving:***	
Company:		***Phone:***	
Address:		***Name of Supervisor:***	
Job Title:	***Starting Salary: $***		***Ending Salary: $***
Responsibilities:			
From:	***To:***	***Reason for Leaving:***	
Company:		***Phone:***	
Address:		***Name of Supervisor:***	
Job Title:	***Starting Salary: $***		***Ending Salary: $***
Responsibilities:			
From:	***To:***	***Reason for Leaving:***	

Employment At Will

The Company's relationship with its employees is and always will be one of voluntary employment, also known as "at will". Neither the employee nor the Company has entered into a contract of employment, either express or implied. Although we hope that your employment relationship with us will be long term, either you or Hawley Lane Shoes may terminate this relationship at any time, for any reason, with or without cause or notice.

Applicant Authorization

I hereby authorize Hawley Lane Shoes to check those references as listed above. Please check box: ❒

I authorize Hawley Lane Shoes to conduct a background check which may include criminal conviction records. Please check box: ❒

Signature:	***Date:***

Military Service

Branch:	***From:***	***To:***
Rank at Discharge:		

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	***Date:***