

Arc Greater Twin Cities Thrift Business Employment Application

Date Received _____

Accepted By _____



YOU MUST BE 16 YEARS OR OLDER FOR EMPLOYMENT.

Employment Application

Date: _____

Name (First, Middle, Last): _____

Current Address (Street): _____

(City, State, Zip): _____

Home Telephone (including area code): _____

Alternative Telephone (including area code): _____

Have you ever applied for employment at Arc's Used Goods Pickup Service or Arc's Value Village Thrift Stores before? (Circle one) Yes No

Have you ever been employed at Arc's Used Goods Pickup Service or Arc's Value Village Thrift Stores before? (Circle one) Yes No If yes, what Month/Year/Location? _____

How did you first hear about Arc's Value Village or Arc's Used Goods Pickup Service employment opportunities? Please be specific. _____

If hired at Arc's Value Village or Arc's Used Goods Pickup Service, you may be assigned to varied duties from time to time. Is there any work you will not perform?

(Circle one) Yes No Please explain: _____

If hired can you provide proof that you are eligible to work in the United States?

(Circle one) Yes No

Have you ever been convicted of a felony or serious misdemeanor?

(Circle one) Yes No If yes, please explain: _____

**YOUR INTEREST IN
ARC'S VALUE VILLAGE
THRIFT STORE AND DONATION CENTER**

**YOUR INTEREST IN
ARC'S USED GOODS PICKUP SERVICE
778 Transfer Rd Ste 26 St. Paul**

What type of position are you applying for?

- Full time (35-40 hours a week)
- Part time (up to 24 hours a week)
- Either full time or part time

Your application is for?

- Sales Floor Assistant
- Cashier
- General Labor
- General Labor/Driver
- Merchandise Production
- Supervisor
- Assistant Manager
- Manager

What date can you start? _____

When are you available to work?

(Circle all that apply)

- Days
- Evenings
- Weekends

What unique qualifications, skills experience, or interest do you bring to the position you are applying for? _____

What is your primary interest in applying for this position? _____

What type of position are you applying for?

- Full Time (35 - 40 hours a week)
- 25 - 30 hours a week
- 12 - 24 hours a week

Your application if for (Check one position)?

- Route Driver
- Receptionist/ Admin. Assistant
- Dispatcher/ Office Assistant
- Customer Service Representative
- Assistant Manager
- Manager

What date can you start? _____

Please complete the following only if you are 21 years of age or older and are applying for either of the following positions: Value Village General Labor/Driver or Arc's Used Goods Pickup Service Driver.

If you are hired for a position with special driving or physical requirements, are you prepared to complete the required screenings, drug tests and trainings?

(Circle one) Yes No

Do you have a valid Minnesota Driver's License?

(Circle one) Yes No

Have you been cited for any kind of moving violation in the last 5 years?

(Circle one) Yes No

If yes, please explain: _____

Are you 21 years of age or older?

(Circle one) Yes No

Employment History

Present Employer

Name: _____

Supervisors Name: _____

Address: _____

Phone (including area code): _____

Start date: _____ Salary/Hourly Wage: _____

Your title: _____

Your duties: _____

May we contact this employer? (Circle one) Yes No

Is it your intention to continue working for your present employer? (Circle one)

Yes No

Why did you leave? _____ Voluntary Termination _____ Involuntary Termination

Why are you looking for another job? _____

Most Recent Previous Employer

Name: _____

Address: _____

Supervisor's Name: _____

Phone (including area code): _____

Start Date: _____ End Date: _____

Starting Wage: _____ Ending Wage: _____

Your Title: _____

Your Duties: _____

Why did you leave? _____ Voluntary Termination _____ Involuntary Termination

Please explain: _____

EDUCATION:

High School	City	Course of Study	Graduated?	If no, circle years completed			
			Yes No	9	10	11	12

Tech or Trade School	City	Course of Study	Graduated?	If no, circle years completed			
			Yes No	1	2	3	4

College/University	City	Major	Degree	Graduated?	If no, circle years completed			
				Yes No	1	2	3	4

College/University	City	Major	Degree	Graduated?	If no, circle years completed			
				Yes No	1	2	3	4

List any other course or training programs that would enhance your work at Arc's Value Village or Arc's Used Goods Pickup Service: _____

Why would you like to work for Arc's Used Goods Pickup Service/Arc's Value Village Thrift Stores?

Describe a specific situation where you provided excellent customer service. Why was this effective?

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Please read and submit:

I certify that the facts contained in this application 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 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 I release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and, may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

I understand that my employment with Arc Greater Twin Cities will be contingent upon completion of a criminal convictions record check.

Signed: _____

Date: _____

Arc Greater Twin Cities is committed to ensuring equal employment opportunities regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, testing positive for the HIV virus, disability, sexual orientation, age or legally protected status.

Thank you for your application. If your qualifications match our needs, you will be contacted in 7-10 business days.