

EMPLOYMENT APPLICATION

Today's Date: _____



APPLICANT INFORMATION

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Day Phone: _____ Evening Phone: _____

Are you under the age of 18? ☐ YES ☐ NO

Are you legally eligible to work in the United States? ☐ YES ☐ NO

Pursuant to the Immigration Reform and Control Act of 1996, all applicants, upon being made an offer of employment, must produce documents which are specified by the federal governments, establishing their identity and eligibility to work in the United States. These documents must be produced no later than seventy two (72) hours after commencement of employment. You will also be required to sign form I-9 (issued by the federal government) verifying, under oath, your eligibility to work.

Have you previously applied to or been employed by Shipley's Fine Jewelry? ☐ YES ☐ NO

If yes, please provide dates, position and location: _____

Have you been employed under another name? ☐ YES ☐ NO

If yes, please provide additional name(s): _____

Position(s) applying for: _____

Can you perform the functions of the position(s) for which you are applying with or without reasonable accommodations?

☐ YES ☐ NO _____

How did you learn about Shipley's? _____

Why did you choose to apply at Shipley's? _____

Available Start Date: _____

Any previous experience in Jewelry industry? ☐ YES ☐ NO

Have you ever been convicted of a felony? ☐ YES ☐ NO If yes, explain: _____



AVAILABILITY

| | MON | TUES | WED | THUR | FRI | SAT | SUN |
|------|-----|------|-----|------|-----|-----|-----|
| FROM | | | | | | | |
| TO | | | | | | | |

Job Type (Select all that apply): ☐ Full Time ☐ Part Time ☐ Seasonal: Spring / Summer / Fall / Holiday



WORK EXPERIENCE

A resume which gives a more detailed description of work performed or a listing of additional jobs may be included. If you submit a resume to supplement your work history, please continue to complete employment dates, title and employer information below.

Employment Dates

_____ to _____

Title _____

Supervisor _____

Employer Information

Name: _____

Address: _____

Job Responsibilities

Employment Dates

_____ to _____

Title _____

Supervisor _____

Employer Information

Name: _____

Address: _____

Job Responsibilities

Employment Dates

_____ to _____

Title _____

Supervisor _____

Employer Information

Name: _____

Address: _____

Job Responsibilities



EDUCATION INFORMATION

Please complete for your highest level of education.

☐ High School Diploma/GED ☐ Bachelors ☐ Masters ☐ Doctorate ☐ Technical ☐ Other

Institution & Address: _____

Course of Study: _____

Diploma awarded? ☐ YES ☐ NO

Types of Special or Additional Degrees/Licenses: _____



PROFESSIONAL LICENSES, CERTIFICATIONS & REFERENCES

☐ Professional License ☐ Registration ☐ Certification ☐ Other: _____

Type/Issued Date: _____ Date: _____ Number: _____

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

Name: _____ Phone Number: _____

Business/Personal: _____ Years Known: _____

Name: _____ Phone Number: _____

Business/Personal: _____ Years Known: _____

Name: _____ Phone Number: _____

Business/Personal: _____ Years Known: _____

Shipley's Fine Jewelry is proud to be an Equal Opportunity Employer committed to the principle of providing a workplace free of discrimination and harassment for all employees. Shipley's Fine Jewelry makes all employment decisions in accordance with applicable federal, state, and local laws. These statutes prohibit discrimination in employment based on an individual's gender, race, color, religion, national origin, sexual orientation, marital status, age, disability, genetic information, status as a covered veteran and other protected status. If you need assistance in completing this application, please inform HR or hiring manager.

***To submit your application to Shipley's Fine Jewelry, please email this document along with a copy of your resume and cover letter to info@shipleysfinejewelry.com ***



APPLICANT ACKNOWLEDGEMENT

MASSACHUSETTS APPLICANTS NOTE: It is unlawful in Massachusetts to require or administer a lie detector as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

MARYLAND APPLICANTS ONLY: Under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a polygraph examination or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

SIGNATURE & DATE



SIGNATURE

DATE

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Shipley's Fine Jewelry to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Shipley's Fine Jewelry (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against any party or parties for providing a good faith reference.

I expressly agree and understand that, if employed, my employment is at-will and is not for a specific term, is based on mutual consent and may be terminated by me or my employer with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure (including Shipley's employment policies, personnel handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the employer. I also understand that this aspect of my employment may not change absent an individual written agreement signed by both me and the CEO of Shipley's Fine Jewelry. I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background or credit investigation; and/or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results or any drug test to any state or federal authority requesting such information or in response to a valid subpoena or other legal document.

In the event of my employment with Shipley's Fine Jewelry, I will comply with all rules regulations, and policies set forth in the Shipley's Fine Jewelry policy manual, handbook or other communications distributed by Shipley's Fine Jewelry. Shipley's Fine Jewelry is an at-will employer. I understand that nothing in this employment application, in the company's policy statements or human resources guidelines, or in my communications with any Shipley's Fine Jewelry, LLC officials is intended to create or constitute an employment contract between Shipley's Fine Jewelry and me. This application for employment is good for 60 days only. Consideration for employment 60 days from the date of this application will require a new application.



SIGNATURE

DATE