



EMPLOYMENT APPLICATION

Please print clearly in ink. Howard's Market, LLC considers all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital or military status, or based on any individuals' status in any group or class protected by applicable federal, state, or local law. Howard's Market also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act. If you require an accommodation in the application process, please advise Management.

Note to Applicants: Smoking and / or vaping is prohibited in all indoor, and within 50 ft. of all outdoor, areas of Howard's Market.

Unless otherwise authorized by management, cell phones are to remain in your purse or pocket during all work hours.

How did hear about us? Employee Online/Ad Walk-In DOE College / University Other _____

PERSONAL INFO:

Full Name: _____
First Middle Last

D.O.B. ____ / ____ / _____ **Phone No.** (____) _____ - _____ _____
Email (optional)

Current Address: _____
Street City State Zip

Previous Address: _____
Street City State Zip

Do you know someone who works for Howard's Market currently? Yes No If so, who? _____

Are you capable of lifting a min. of 50 lbs.? Yes No, Explain why? _____

If hired, can you provide proof of identity and authorization to work in the United States? Yes No

Do you now, or will you in the future, require sponsorship to work at Howard's Market? Yes No

DESIRED POSITION & AVAILABILITY:

Desired Position(s): _____ **Date available to start work:** _____

* Total hours available per week _____

- Part-time Full-time
 Regular Temporary

| | S | M | T | W | TH | F | S |
|----|---|---|---|---|----|---|---|
| AM | | | | | | | |
| PM | | | | | | | |

*Should your availability change during the course of your employment, it may impact your employment status based on business needs. While we may be able to accommodate your availability limitations upon hire, we do not guarantee that we will be able to support these limitations in the future. We may require an adjustment in your availability in order to maintain your employment status.



Please provide accurate and complete information. Start with present or most recent employer (including self-employment, part-time work, military employment, and any work performed on a volunteer basis). Account for your entire employment history, including significant gaps in employment. All information must be included, even if you are attaching a resume.

HISTORY / EXPERIENCE:

| Employer | | Work Performed |
|---------------------------------|----------|----------------|
| Address (Street, City, State) | | |
| Telephone Number(s) () | | |
| Job Title | Pay Rate | |
| Dates Employed From: | To: | |
| Reason for Leaving | | |

| Employer | | Work Performed |
|---------------------------------|----------|----------------|
| Address (Street, City, State) | | |
| Telephone Number(s) () | | |
| Job Title | Pay Rate | |
| Dates Employed From: | To: | |
| Reason for Leaving | | |

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| Telephone Number(s) () | | |
| Job Title | Pay Rate | |
| Dates Employed From: | To: | |
| Reason for Leaving | | |



EDUCATION: Circle highest grade completed... **High School:** 9th 10th 11th 12th **College:** 1st 2nd 3rd 4th

| Name of School | Location (City, State) | Field of Study | Degree Rec'd? |
|----------------------|------------------------|----------------|--|
| High School | | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other Voc.-Tech etc. | | | |

SKILLS AND QUALIFICATIONS

(Check All That Apply)

| | | | |
|---|---|---|---|
| <input type="checkbox"/> Accounting / Bookkeeping <input type="checkbox"/> Bakery/Pastry <input type="checkbox"/> Barista <input type="checkbox"/> Butcher/Seafood <input type="checkbox"/> Cashier <input type="checkbox"/> Computer Experience <input type="checkbox"/> Cooking <input type="checkbox"/> Customer Service <input type="checkbox"/> Deli Counter | <input type="checkbox"/> Floral <input type="checkbox"/> Fork-Lift Operator <input type="checkbox"/> General Contractor <input type="checkbox"/> Grocery Receiving <input type="checkbox"/> Grocery Stocking <input type="checkbox"/> Inventory Clerk <input type="checkbox"/> Maintenance <input type="checkbox"/> Merchandiser | <input type="checkbox"/> Packer <input type="checkbox"/> Produce Receiving <input type="checkbox"/> Produce Stocking <input type="checkbox"/> Sushi <input type="checkbox"/> Stock Room <input type="checkbox"/> Warehousing | <input type="checkbox"/> Other > Describe: |
|---|---|---|---|

Please provide at least two ways you could provide excellent customer service to our customers:

List any other special training, experience, skills or qualifications relevant to the position for which you are applying:

PROFESSIONAL REFERENCES

| Name | Working Relationship | Email | Phone |
|------|----------------------|-------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |



ACKNOWLEDGEMENT & SIGNATURE

Please read the following statement carefully. If you agree and all completed info is accurate, please sign this job application form. If not signed, your application may not be considered.

I certify that all information provided by me on this job application is true, complete, and correct to the best of my knowledge. By signing this application, I am acknowledging that any false or misleading information supplied by me shall be grounds for automatic termination of employment, should this fact be discovered after I have been hired.

I authorize Howard's Market to investigate all statements and information included in this application, including (but not limited to) my employment record / history. I release Howard's Market and all educational institutions, employers and personal references listed herein, and their employees, officers and agents, from any and all liability for all claims or damages of any kind in connection with the release of my information to Howard's Market pursuant to this authorization, and do hereby further agree to defend, indemnify and hold harmless Howard's Market, educational institutions, employers and personal references from and against any and all such actions, causes of actions, suits, losses, liabilities, damages and expenses (including attorneys' fees).

I understand that if I am hired, I must comply with all of Howard's Market policies and procedures. I understand that this application does not create an offer or contract of employment. I understand that, if hired, my employment with Howard's Market will be on an "at-will" basis, which means that Howard's Market may terminate our employment relationship at any time, for any lawful reason, with or without cause or notice.

I understand that my duties may include (but are not limited to) the following. All employees must...

- Maintain a clean and orderly work area per health department guidelines.
- Display a good work ethic, including scheduling reliability and a professional appearance.
- Provide excellent customer service skills for all customers.
- Be prepared to handle catering and planned events.
- Perform duties that may not be otherwise listed under their department / hired position guidelines, in order to provide support on an as-needed basis.

Experienced candidates are invited to apply immediately. Howard's Market offers paid vacation and health insurance options to all successful full-time candidates. All successful candidates must pass a drug test. All employees are subject to random drug & alcohol testing.

Signature: _____

Date: _____