



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

ARE YOU 16 YEARS OF AGE OR OLDER?

If YES, Please complete the employment application.

If NO, Please do not complete this employment application. DCC does not hire associates under 16 years of age.

DCC prohibits discrimination in employment because of race, color, sex, religion, age, national origin, disability, citizenship status, sexual orientation, sexual identity, participation in military service or any other unlawful basis in accordance with all applicable federal, state and local laws.

PERSONAL INFORMATION

Name _____
Last First Middle Other names by which you have been known

Address _____
Number Street City State Zip

Cell Phone () _____ Home Phone () _____

Email _____

Are you legally eligible to work in the U.S.?

POSITION DESIRED

What kind of position are you applying for? (check one)

What are two important factors when choosing a job/company? 1) _____

2) _____

What is your wage expectation? \$ _____ (per Year or Hour)

WORK SCHEDULE

What is the **fewest** number of hours you would consider acceptable? Per Week _____ Per Day _____

Can you work a flexible schedule? (Days and number of hours scheduled are different every week)

What schedule are you available to work? (Include AM and PM)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	From To	From To	From To	From To	From To	From To	From To
PM	From To	From To	From To	From To	From To	From To	From To

OTHER INFORMATION

In your prior employment, have you had shortages or misunderstandings about merchandise or funds?
If yes, please describe fully:

Have you ever been terminated from a job or asked to resign?
If yes, please describe fully including dates:

Do you have reliable transportation?

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?

Have you ever worked for DCC?
If yes, when ?

Do you have relatives working for DCC?
If yes, name

EMPLOYMENT HISTORY

Begin with your current or most recent position and include military service, full time jobs, part time jobs or self employment. Even if you have a resume, please complete the work history in detail.

May we contact your present employer?

Company _____	Phone (____) _____	Position _____
Address _____	Duties _____	
Dates Employed _____	Supervisor _____	Supervisor Title _____
Reason for Leaving _____		Wage (starting / ending) _____

Company _____	Phone (____) _____	Position _____
Address _____	Duties _____	
Dates Employed _____	Supervisor _____	Supervisor Title _____
Reason for Leaving _____		Wage (starting / ending) _____

Company _____	Phone (____) _____	Position _____
Address _____	Duties _____	
Dates Employed _____	Supervisor _____	Supervisor Title _____
Reason for Leaving _____		Wage (starting / ending) _____

EDUCATION

High School (or GED)	GPA	Graduated	Major course of study:
College	GPA	Graduated	Major course of study:
Graduate School	GPA	Graduated	Major course of study:

Have you taken any other specialized courses / seminars? If yes, please describe:

CHARACTER REFERENCES (provide 3 references who are not relatives or former employers)

_____	_____	_____	_____
<i>Full Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Phone</i>
_____	_____	_____	_____
<i>Full Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Phone</i>
_____	_____	_____	_____
<i>Full Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Phone</i>

EMERGENCY INFORMATION (in case of emergency, please notify the following)

Name _____	Phone (____) _____	Relationship _____
<i>Last</i> <i>First</i> <i>Middle</i>		
Address _____		
<i>Number</i>	<i>Street</i>	<i>City</i> <i>State</i> <i>Zip code</i>

ACKNOWLEDGMENT

I authorize DCC to verify my past employment and education, criminal records, motor vehicle records, personal references, and other job related data provided on this application or via the interview process. I also understand and agree that my employment may be conditional on me passing a drug and/or alcohol test. I authorize the appropriate individuals, companies, institutions, or agencies to release information and I release them from any liability as a result of such inquiries or disclosures of truthful information made in good faith. I understand that false or misleading statements on this application or concealment of requested facts may be considered cause for disqualification or termination.

I understand that nothing in this employment application, in DCC statements or personnel guidelines or in my communications with any DCC official is intended to create an employment contract between DCC and me. I also understand that DCC has the right to modify its policies without giving me any notice of the change(s). I understand that if an employment relationship is established, I have the right to terminate my employment at any time. I also understand that DCC retains the right to terminate my employment at any time.

Printed Name _____ Signature _____ Date _____