

EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Employer: Kelley Appliance Center, Inc.
Address: 191 Baston Road
City/State/ZIP: Augusta, Georgia 30907
Telephone: 706.863.7098
Email: Customerservice@kelleyappliance.com

It is the policy of Kelley Appliance Center, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____

Email: _____

Social Security Number: _____

Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____ Evening phone: _____

4. **Job Position Applied For:**

Full or Part Time? _____

5. **Salary/Wage Desired:** \$ _____ per _____

6. **Benefits Desired:** _____

7. **Who referred you to our company?** _____

8. **Do you have any friends or relatives who work here? If yes, please list here:**

9. **Have you applied to our company previously?** _____ Yes _____ No
If yes, when? _____

10. **Are you at least 18 years old?** _____ Yes _____ No

11. **How will you get to work?** _____

12. **If applicable, are you available to work overtime?** _____ Yes _____ No

13. **If you are offered employment, when would you be available to begin work?**

14. **If hired, are you able to submit proof that you are legally eligible for employment in the United States?** _____ Yes _____ No

15. **Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation?** _____ Yes _____ No

What reasonable accommodation, if any, would you request?

16. **Have you ever been convicted of a felony or misdemeanor?**

_____ Yes, I was convicted of _____ on
 _____ (date) in _____ (city), _____ (state)

_____ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

17. **Applicant's Skills**

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating
<input type="checkbox"/> Typing	_____	1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, etc.)	_____	1 2 3 4 5
<input type="checkbox"/> Accounting/Bookkeeping	_____	1 2 3 4 5
<input type="checkbox"/> Answering telephones	_____	1 2 3 4 5
<input type="checkbox"/> Filing	_____	1 2 3 4 5
<input type="checkbox"/> Customer service	_____	1 2 3 4 5
<input type="checkbox"/> Delivery of Appliances	_____	1 2 3 4 5
<input type="checkbox"/> Installation of Appliances	_____	1 2 3 4 5
<input type="checkbox"/> Warehouse Management	_____	1 2 3 4 5
<input type="checkbox"/> Inventory Management	_____	1 2 3 4 5
<input type="checkbox"/> Sales	_____	1 2 3 4 5
_____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

18. **Applicant Employment History**

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

19. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? _____ Yes _____ No
If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training: _____

20. References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

21. **Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:**

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Kelley Appliance Center, Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Human Resources Manager, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Kelley Appliance Center, Inc., except in a specific written contract of employment signed on behalf of the organization by its Human Resources Manager, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE