

**EMPLOYMENT APPLICATION**

An equal opportunity employer, Occasions, LLC does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status or any other protected category recognized by state, federal or local laws. Occasions, LLC only hires individuals authorized for employment in the United States.



Email to: DurangoRetailJob@gmail.com  
Fax to: 970-375-1843

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Application

Position Desired: \_\_\_\_\_  
 Schedule Desired:  Full Time  Part Time  
 Temporary/Seasonal  
 Min. # hours available weekly: \_\_\_\_\_  
 Max. # hours available weekly: \_\_\_\_\_  
 Salary/Wage Expected: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Date Available: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.**

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Are you authorized for employment in the U.S.? <input type="radio"/> Yes <input type="radio"/> No
Present Street Address	City	State	Zip
How long have you lived there? Yrs. Mos.	Previous Street Address	City	State
How long did you live there? Yrs. Mos.	Home Phone Number (including Area Code)	Email Address	Are you under the age of 18? <input type="radio"/> Yes <input type="radio"/> No

EDUCATION				
Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Check One)
HIGH SCHOOL	Name			<input type="radio"/> Yes <input type="radio"/> No
	City			
COLLEGE	Name			<input type="radio"/> Yes <input type="radio"/> No
	City			
OTHER	Name			<input type="radio"/> Yes <input type="radio"/> No
	City			

EMPLOYMENT HISTORY					
List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. May we contact your current employer? <input type="radio"/> Yes <input type="radio"/> No					
Dates	Name and Address of Employer	Position Held and Supervisor	List Major Duties	Wages	Reason for Leaving
From: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
To: ____/____/____ Mo. Yr.	Address	Supervisor		Final	
From: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
To: ____/____/____ Mo. Yr.	Address	Supervisor		Final	
From: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
To: ____/____/____ Mo. Yr.	Address	Supervisor		Final	
From: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
To: ____/____/____ Mo. Yr.	Address	Supervisor		Final	

Have you ever been discharged or asked to resign from a job(s)?  Yes  No If yes, please provide details, including place(s) of employment, location(s), date(s), supervisor's name(s), and circumstances of the discharge(s) or resignation(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ACADEMIC AND PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

Academic and Professional Activities and Achievements, Awards, Publications or Technical-Professional Societies, indicate type or name. Exclude organizations which indicate race, color, gender, sexual orientation, gender identity, age, religion, disability, marital status, citizenship, national origin or any other protected category recognized by state, federal or local laws of its members.

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## SPECIAL SKILLS

Other skills applicable to position applied for (e.g. pos, computer proficiency, social media apps)

What in your experiences or ambitions lead you to apply for this job?

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## MISCELLANEOUS

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record?

Have you ever been convicted of a crime?  
 Yes  No

Conviction Date(s)

Offense(s)

Disposition(s)

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At Occasions, LLC a good attendance record is an important part of every associate's overall performance. Do you know of any reason you may not be able to comply with Occasions', LLC attendance policy including tardiness?

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## AVAILABILITY

	SUN	MON	TUE	WED	THUR	FRI	SAT
AM							
PM							

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Min. # hours available weekly: \_\_\_\_\_ Max. # hours available weekly: \_\_\_\_\_

Available start date: \_\_\_\_\_

**Will you be available to work:** Thanksgiving (week)  Yes  No Christmas (week prior)  Yes  No

Christmas (week of)  Yes  No New Years  Yes  No Spring Break (week)  Yes  No Saturdays  Yes  No

## PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on the application for employment is complete and accurate. I understand that any falsification or omission either on this application, or otherwise providing false information to the Company will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation, personal characteristics, employment, education, and criminal record, whichever may be applicable for employment purposes. I understand this investigation may include personal interviews with third parties such as family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted. I further understand I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of the nature and scope of the investigation.

If I am hired, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of Occasions, LLC or myself. I understand that, unless modified in written agreement signed by both me and the owner of Occasions, LLC, no representative of Occasions, LLC has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.

I have read and affirm as my own the above statements.

Applicant's Signature

Date

Have you ever visited a bridal or formal wear store? Where? Describe your experience?

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Describe your most difficult customer service experience in your most recent position? What was the outcome?

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Describe a specific situation where you have provided excellent customer service in your most recent position? Why was this effective?

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**REFERENCE FORM**

Date: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list three business references:

- Two from a previous employer
- One from a peer (co-worker)

**Supervisor 1**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Length of time known? \_\_\_\_\_

**Supervisor 2**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Length of time known? \_\_\_\_\_

**Peer**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Length of time known? \_\_\_\_\_