



## APPLICATION FOR EMPLOYMENT

Position Desired \_\_\_\_\_  Part Time     Full time    Date \_\_\_\_\_

Name \_\_\_\_\_  
(Please Print)      Last                      First                      Middle

Phone Number \_\_\_\_\_      SSN \_\_\_\_\_

Present Address \_\_\_\_\_      How long have you lived there? \_\_\_\_\_  
Street Address                      City, State and Zip Code                      Months / Years

Previous Address \_\_\_\_\_      How long have you lived there? \_\_\_\_\_  
Street Address                      City, State and Zip Code                      Months / Years

Have you ever worked for this Company before?     Yes     No

If "Yes", please give dates and position \_\_\_\_\_

Do you have any friends or relatives working here?     Yes     No

If "Yes", please name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever plead guilty or "no contest" to, or been convicted of a misdemeanor or felony?     Yes     No

If "Yes", please give the date(s) and details \_\_\_\_\_

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?     Yes     No

If "Yes", please give the date(s) and details \_\_\_\_\_

NOTE: Answering "Yes": to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. **(Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post-trial aversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.)**

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer list first. Be sure to account for all periods of time including Military service and any period of unemployment. If you are self-employed, give a confirmable name and supply business references. Please add additional page(s) if necessary.

Past or Present Employer <hr/> Address <hr/>	Title / Position <hr/> Telephone <hr/>	Employed From Month / Year <hr/> Starting Pay <hr/>	Employed To Month / Year <hr/> Ending Pay <hr/>	Reason for Leaving <hr/> Name / Title of Supervisor <hr/>
Past or Present Employer <hr/> Address <hr/>	Title / Position <hr/> Telephone <hr/>	Employed From Month / Year <hr/> Starting Pay <hr/>	Employed To Month / Year <hr/> Ending Pay <hr/>	Reason for Leaving <hr/> Name / Title of Supervisor <hr/>
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Have you ever been terminated or asked to resign from any job?     Yes     No

If "Yes", please explain \_\_\_\_\_

Please explain fully any gaps in your employment history \_\_\_\_\_

May we contact your current employer?     Yes     No

If "No", please explain \_\_\_\_\_

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying \_\_\_\_\_

Have you ever used another name?  Yes  No

Is any additional information relative to change of name, use of an assumed name, or nickname to enable a check on your work and educational record?

If "Yes", please explain \_\_\_\_\_

Have you ever been in the Military Service?  Yes  No

If Yes, give type of discharge \_\_\_\_\_

Note: A dishonorable or general discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not to hire.

Are you capable of satisfactorily performing the essential job duties require of the positions for which you are applying?  Yes  No

Do you have adequate transportation to and from work?  Yes  No

How many days of work have you missed in the last three years due to reasons other than paid holidays and vacations?

Year \_\_\_\_\_ No. Of Days \_\_\_\_\_ Year \_\_\_\_\_ No. Of Days \_\_\_\_\_ Year \_\_\_\_\_ No. Of Days \_\_\_\_\_

Explanation \_\_\_\_\_

### EDUCATION

School Name	Years Complete (Circle)	Diploma / Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills & Extra – Curricular Activities
Elementary School	4 5 6 7 8			
High School	9 10 11 12			
College / University	1 2 3 4			
Graduate / Professional	1 2 3 4			
Trade or Correspondence				
Other				

**PERSONAL REFERENCES**

Please list persons whom know you well. Please no previous employers or relatives.

Name	Occupation	Address (Street, City, State & Zip Code)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST RE-APPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## **APPLICANT'S STATEMENT & AGREEMENT**

In the event of my employment to a position in this Company, I will comply with all rules and regulations of this Company. I understand that the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to the Company. I also understand that I may be required to take other tests such as personality and honesty test, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand that the company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding myself.

I hereby state all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview are true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect. I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Company at any time and for any reason whatsoever, with or without good cause at the option of either the Company or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company (or majority owner or owners if Company is not a Corporation). No supervisor or representative of the Company, other than the President of the Company (or majority owner or owners if Company is not a Corporation), has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between the Company and the employee regarding the rights of the Company or employee to terminate employment with or without good cause, and this agreement takes the place of all-prior and contemporaneous agreements, representations, and understanding of the employee and the Company.

The Company reserves the right to obtain a Consumer Credit Report on you to evaluate your application for employment. If such a report is used, we will obtain the report from TransUnion, Equifax or TRW. If you would like to receive a copy of any report we obtain, please check the following box.

Except for exclusively monetary claims of less than \$5,000, I agree that any dispute or controversy which would otherwise require or allow resort to any court or other governmental dispute resolution forum, between myself and the Company (or its owners, employees, agents, directors, and officers, and parties affiliated with its employee benefit and health plans) arising from, related to or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Company whether based on tort, contract, statutory, or equitable law, or otherwise, shall be submitted to, and determined by, binding arbitrator under the Federal Arbitration Act, in conformity with the procedures with the California Arbitration Act (Cal. Code Civ. Proc. Sec. 1280 et seq., including section 1283.08 and all other rights to discovery); provided, however, that: In addition to requirements imposed by law, any arbitrator herein shall be a retired California Superior Court Judge; all rules of pleading (including the right of demurrer), and of evidence applicable to civil actions in California courts shall apply; resolution of the disputes shall be based solely upon the law governing the claims pled, and the arbitrator may not invoke any basis other than such controlling law, including, but not limited to, notions of "just cause"; and at either party's request, awards exceeding \$50,000 shall be subject to reversal, modification, or reduction, following review of the record and arguments of the parties by a second arbitrator who shall, as far as practicable, proceed according to the law and procedures applicable to appellate review by the California Court of Appeal of a civil judgment following court trial. I understand that by agreeing to this binding arbitration provision, both I and the Company give up our rights to trial by jury.

If you have any questions regarding this statement, please ask a Company representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



**AUTHORIZATION FOR COMPANY  
TO OBTAIN A CONSUMER CREDIT REPORT**

By signing below, I authorize Morgan Jewelers to obtain consumer credit report on me. I also acknowledge and certify that I have been given prior written notification that a consumer credit report may be obtained on me and that I have been given a copy of said written notification as well as copy of this authorization.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date