

# EMPLOYMENT APPLICATION



DATE OF APPLICATION	MONTH	DAY	YEAR
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Various Federal, State and Local Laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, sexual orientation, physical or mental disability, or marital status. Michaels is an equal opportunity employer. Applicants for all job openings are welcome and will be considered without regard to race, color, sex, religion, national origin, ancestry, age, sexual orientation, physical or mental disability, marital status, or any other basis protected by State, Federal or Local law. Michaels will verify social security numbers. Employees will be subject to immediate termination if the social security administration is unable to confirm the validity of the social security number.

## PERSONAL INFORMATION

LAST NAME		FIRST		MIDDLE	
ADDRESS			CITY	STATE	ZIP
HOME TELEPHONE (      )		BUSINESS TELEPHONE (      )		MAY WE CONTACT YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO	
POSITION APPLYING FOR		DATE AVAILABLE		ARE YOU INTERESTED IN (CHECK ALL THAT APPLY) <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL	
ARE YOU OVER 18 YEARS OF AGE?  <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU WILLING TO RELOCATE?  <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU WILLING TO TRAVEL?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
				WHAT PERCENT?  %	
HOW WERE YOU REFERRED TO MICHAELS?					

## DAYS AND HOURS AVAILABLE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO

## EDUCATION

	NAME	LOCATION (City, State, Zip)	DEGREE / AREA OF STUDY	TOTAL YEARS COMPLETED	GRADUATED	
					YES	NO
High School						
College						
Graduate School						
Other						

## SPECIAL SKILLS

PC SOFTWARE / OTHER EQUIPMENT
PICTURE FRAMING, FLORAL DESIGN, OR OTHER ARTS & CRAFTS SPECIALTIES

## U.S. MILITARY SERVICE

BRANCH OF SERVICE	TECHNICAL SPECIALIZATION	RANK ATTAINED

## LEGAL

IDENTITY AND EMPLOYMENT ELIGIBILITY OF ALL NEW HIRES WILL BE VERIFIED AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.	
DO YOU HAVE A LEGAL RIGHT & NECESSARY DOCUMENTS TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
WERE YOU EVER DISCHARGED BY ANY COMPANY?	IF YES, GIVE NAME OF COMPANY(IES)
<input type="checkbox"/> YES <input type="checkbox"/> NO	
REASON FOR DISCHARGE(S)?	
HAVE YOU EVER BEEN CONVICTED OF OR PLED NO CONTEST TO ANY FELONY OR ANY MISDEMEANOR INVOLVING MISREPRESENTATIONS, IMMORAL ACTS, OR THEFT WITHIN THE LAST TEN YEARS? (NOTE: Do not include convictions that were sealed, eradicated, or expunged, convictions that resulted in a referral to a diversion program, or marijuana related convictions that are more than two years old.) <i>A conviction will not necessarily disqualify you.</i>	
Applicants in Massachusetts with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests, court appearances or adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the Superior Court for criminal prosecution.	
<input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please explain:	