

EDUCATION

Circle last grade completed in high school:

9 10 11 12 GED

Name and location of school: \_\_\_\_\_

Circle last year of college or vocational school completed:

1 2 3 4 Graduated? ☐ Yes ☐ No

Name and location of most recent school: \_\_\_\_\_

Major/Area of Study/Degree: \_\_\_\_\_

Are you currently a student? ☐ Yes ☐ No

If required in your state, you may have to provide us with a Work Permit or Age Certificate.

REFERENCES

List below the names of two persons not related to you, who you have worked with and known at least one year.

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

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

Phone: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ Occupation: \_\_\_\_\_

AVAILABILITY

	Earliest time you are available to work	Latest time you are available to work
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

If hired, the hours you have listed will be taken into consideration in our scheduling process (hours are subject to change).

In answering the following question, you should not answer “yes” for: any conviction that resulted in a referral to and participation in any pretrial or post-trial diversion program, any conviction that has been judicially dismissed, expunged or ordered sealed pursuant to law, or any conviction for the possession or use of marijuana or drug paraphernalia that is more than two years old. Answering “yes” to the following questions will not necessarily disqualify an applicant from employment. Failure to answer this question accurately and truthfully could result in denial of employment or termination of employment.

Within the last 7 years have you been convicted of a felony? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

Note: Conviction of a felony does not automatically bar employment, but may be relevant in determining the suitability of an applicant for a particular job, depending upon the particular conviction and additional factors.

Are you currently awaiting trial for any criminal offense? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

Have you ever initiated an act of violence in the workplace? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

APPLICATION ACKNOWLEDGMENT

The information I have provided and the statements I have made in this application are correct and complete. I understand that misrepresentation or omission of facts called for in this application may be cause for immediate dismissal. I also understand that if hired, my employment with Cost Plus World Market will be “at will,” which means that it is for no definite period of time and may be terminated at any time by either myself or the Company, with or without cause and with or without notice. I understand that if hired, no manager or representative of Cost Plus World Market has the authority to change my at will employment status other than the President (who may do so only in a signed writing). I authorize Cost Plus World Market to investigate my responses on this application, including by communicating with my personal and employment references, school officials, and other persons with information on my qualifications. I hereby release Cost Plus World Market and such employers, schools, individuals, and agencies from any liabilities whatsoever for damages resulting from the exchange of such information. I understand that reference responses are confidential and are not available for my inspection. I understand that my employment is contingent upon satisfactory employment and personal references, a satisfactory credit/background check, submission of the necessary documents verifying my identity and eligibility to work in the United States as required by federal immigration law, and for certain positions, satisfactory completion of medical and substance abuse examinations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

We will review your qualifications, a process which may take a few weeks. If we have not contacted you after this time, we regret that your background does not match our current employment needs. However, we will keep your information on file for future openings that match your qualifications. Thank you for your interest in Cost Plus World Market.



One World. One Store. One Team.  
EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Full name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Present address: \_\_\_\_\_  
Street City State Zip Code Phone: \_\_\_\_\_

Are you at least 18 years old? ☐ Yes ☐ No How were you referred to Cost Plus World Market? \_\_\_\_\_

If hired, can you present documents establishing your identity and your legal right to work in the US? ☐ Yes ☐ No

Have you ever worked for Cost Plus World Market? ☐ Yes ☐ No Where: \_\_\_\_\_ When: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Willing to relocate? ☐ Yes ☐ No What areas? \_\_\_\_\_

If related to anyone in our employ, state name and department: \_\_\_\_\_

Hobbies and interests (optional): \_\_\_\_\_

WORK HISTORY

Have you ever been fired or asked to resign from any job? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

List all employers for the last five years, as well as any previous retail experience. If necessary, attach additional sheets.

EMPLOYMENT DESIRED

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

Date you can start: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Maximum number of hours you can work each week: \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? ☐ Yes ☐ No

Cost Plus World Market is an equal opportunity employer, and will not discriminate against any employee or applicant in any manner prohibited by law.



	EMPLOYER	SUPERVISOR INFORMATION	JOB TITLE & DUTIES	DATES OF EMPLOYMENT	PAY RATES	REASON FOR LEAVING
Present or Last Employer	<div>Company</div> <div>Address</div> <div>City/State/Zip</div>	<div>Supervisor</div> <div>Phone</div> <div>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Position(s) held</div>	<div>From</div> <div>To</div>	<div>Start</div> <div>End</div>	
Previous Employer	<div>Company</div> <div>Address</div> <div>City/State/Zip</div>	<div>Supervisor</div> <div>Phone</div> <div>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Position(s) held</div>	<div>From</div> <div>To</div>	<div>Start</div> <div>End</div>	
Previous Employer	<div>Company</div> <div>Address</div> <div>City/State/Zip</div>	<div>Supervisor</div> <div>Phone</div> <div>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Position(s) held</div>	<div>From</div> <div>To</div>	<div>Start</div> <div>End</div>	
Previous Employer	<div>Company</div> <div>Address</div> <div>City/State/Zip</div>	<div>Supervisor</div> <div>Phone</div> <div>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Position(s) held</div>	<div>From</div> <div>To</div>	<div>Start</div> <div>End</div>	