

Employment Application

Please fill this application out entirely, even if a resume is attached.

JOIN OUR TEAM

about us

- We believe what Buffalo Exchange does –the recycling & reusing of fashion– contributes to making the world better.
- We believe in hard work, integrity, respect for individuals, and the necessity of individuals taking full responsibility for their actions and decisions.
- Buffalo Exchange believes that work should be a joyous part of living –an extension of the person– and a path toward self-expression and self-realization.

we offer

- Health, Dental & Vision Insurance if you work 20+ hours per week.
- Paid Time Off for part-time and full-time employees.
- Profit-based Bonuses
- Merchandise Discount
- 401(k) Retirement Program
- Career Advancement
- Extensive Training

BUFFALO EXCHANGE IS AN EQUAL OPPORTUNITY EMPLOYER.

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Date _____

Last Name _____

First Name _____ Middle _____

Phone #(s) _____

Email _____

Address _____

City _____ State _____ Zip _____

Position Applying for _____ FT / PT

Which Store Location(s)? _____

City/Cities _____ State _____

background info

◀ Do you have a valid driver's license? Y / N Which state? _____

◀ Are you 18 years old or older? Y / N

◀ Do you have a legal right to work in the United States? Y / N (Proof required upon hire.)

◀ List special job skills and/or qualifications: _____

◀ When can you begin work? _____

◀ When are you available for work? _____

◀ Will your work availability change? Y / N

◀ Have you applied to work at Buffalo Exchange before? Y / N
If yes, please give dates & position(s): _____

◀ Have you worked at Buffalo Exchange before? Y / N

If yes, please give dates & position(s): _____

◀ Do you know anyone who works at Buffalo Exchange? Y / N

If yes, who? _____

◀ Have you shopped at Buffalo Exchange? Y / N

◀ How did you hear about this job? _____

◀ List your hobbies or recreational activities. (You may omit any that indicate your race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.)





Begin with your present or last job.

work experience

1. Dates Employed _____ to _____ FT / PT
 Employer _____ May we contact? Y / N
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____ Ph # _____
 Job Title & Duties _____

 Starting Pay _____ Ending Pay _____
 Reason for Leaving _____

2. Dates Employed _____ to _____ FT / PT
 Employer _____ May we contact? Y / N
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____ Ph # _____
 Job Title & Duties _____

 Starting Pay _____ Ending Pay _____
 Reason for Leaving _____

3. Dates Employed _____ to _____ FT / PT
 Employer _____ May we contact? Y / N
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____ Ph # _____
 Job Title & Duties _____

 Starting Pay _____ Ending Pay _____
 Reason for Leaving _____

4. Dates Employed _____ to _____ FT / PT
 Employer _____ May we contact? Y / N
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____ Ph # _____
 Job Title & Duties _____

 Starting Pay _____ Ending Pay _____
 Reason for Leaving _____

education

Currently enrolled in school? Y / N High School _____ Location _____ Graduated? Y / N
 College _____ Area of Study _____ Location _____ Graduated? Y / N
 Other _____ Area of Study _____ Location _____ Completed? Y / N

Have you reviewed and do you understand the job description and requirements of the position for which you are applying? Y / N

I hereby certify that my answers to the questions on this application are true and correct and that no pertinent omissions or false representations of any kind whatsoever have been made. I also understand that if I am employed, any false, misleading or incorrect statements made herein or on any subsequent forms that I may complete or submit or during any interviews will result in my immediate dismissal.

If employed by Buffalo Exchange, I agree to abide by all policies and regulations of the company, I understand that drug and alcohol tests, when given in accordance with company policy, are a condition of employment and that refusal to take such said tests will be grounds for immediate discharge. I understand that, if employed by Buffalo Exchange, my employment is "at will", and that my employment is for no definite period and may be terminated by myself or Buffalo Exchange at any time for any reason or for no reason at all with or without prior notice.

I hereby authorize Buffalo Exchange, LTD. to investigate my employment history, my credit history, my educational credentials, my driving record, my qualifications, and any other pertinent information presented by me to Buffalo Exchange unless I have indicated otherwise by contacting any companies and/or individuals it deems appropriate; and I hereby give full consent for said individuals and companies to communicate any and all information necessary for the satisfaction of this investigation, and in doing so, waive my right to bring any cause of action against same for defamation, invasion of privacy, or any other reason of their compliance with this consent.

sign

date

NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE STATEMENT ABOVE.



RECYCLED
 Paper made from
 recycled material
 FSC® C013672