



Play N Trade is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Date _____ Social Security Number _____

Name _____
Last First Middle Former Name

Address _____
Street Apt# City State Zip

Home Phone No. () Message Phone No. ()

Do you have a valid driver's license? Yes No
(if required for position)

State Number Exp Date

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No
(If under 18, hire is subject to verification that you are of minimum legal age.)

Have you ever applied to, or worked for Play N Trade before? Yes No
If yes, when? _____

Do you have any friends or relatives working for Play N Trade? Yes No
If yes, state name and relationship: _____

How did you hear about us/this opening? _____

State briefly why you would like to work for Play N Trade: _____

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

If no, describe the functions that cannot be performed. _____

(NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? Yes No
 If yes, explain: _____

(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)
 If yes, explain:

GENERAL INFORMATION ABOUT EMPLOYMENT DESIRED

Position you are applying for? _____ Full-time or part-time? _____
 Are you available for work on weekends? Yes No Are you available to work holidays? Yes No
 Days of week you are available to work: _____
 Hours you are available to work: _____ Are you available to be on-call? Yes No
 Are you available to work evenings and nights? Yes No Are you available to work overtime? Yes No
 Available Start Date: _____ Salary Desired: _____
 Are you available to travel on company business? Yes No
 % time willing to travel: _____

EDUCATION, TRAINING AND EXPERIENCE (Include On-the-Job-Training)

	Name and Location of School	Number of Years Completed	Did you Graduate?	Degree, Diploma, or Certificate
High School				
Community College				
Trade School				
Graduate School				
College/University				
Seminars/Other				

SPECIAL SKILLS

Language Skills (please indicate level of fluency) _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Play N Trade? Yes No If so, explain in detail below:

Computer Skills	Dates Used	Level of Proficiency
Hardware		
Software		

EMPLOYMENT HISTORY

Are you employed now? Yes No

Employed By (Company): _____

May we contact your current employer? Yes No

Employer Name: _____

Phone Number: (_____) _____

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

_____ Name of Employer	_____ Phone Number		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip
Dates of Employment: _____ From To	Weekly Pay: _____ Starting	_____ Ending	
_____ Your Position and Duties			
_____ Reason for Leaving			

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_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip
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_____ Your Position and Duties			
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_____ Address & Street	_____ City	_____ State	_____ Zip
Dates of Employment: _____ From To	Weekly Pay: _____ Starting	_____ Ending	
_____ Your Position and Duties			
_____ Reason for Leaving			

REFERENCES

List below three references not related to you who have knowledge of your work performance within the last five years.

1. Name	Title	Phone ()
Address City, State Zip	Company	Years Known
2. Name	Title	Phone ()
Address City, State Zip	Company	Years Known
3. Name	Title	Phone ()
Address City, State Zip	Company	Years Known

Please read and initial each paragraph below (if there is any part of this page you do not understand, please ask the interviewer about it before signing).

___ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

___ I hereby authorize Play N Trade to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Play N Trade, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

___ I understand that if offered employment, the offer is contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

___ If hired, I also agree to submit to random alcohol or drug testing as a condition of employment. I agree that Play N Trade may conduct alcohol or drug screening at its sole discretion with or without notice, with or without cause or reason. I also understand that refusal to submit to a random alcohol/drug screen will be considered a voluntary resignation of employment.

___ I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Play N Trade. In addition, I understand and agree that if I am employed my employment relationship with Play N Trade is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Play N Trade, and that no promises or representations contrary to the forgoing are binding on Play N Trade unless made in writing and signed by the Owner / Operator.

___ Furthermore, if employed, I agree that any dispute arising out of the termination of our employment relationship shall be resolved pursuant to mandatory binding arbitration at the written request of either Play N Trade or myself. This agreement provides that such arbitration shall comply with and be governed by the Federal Arbitration Act and that any arbitration award arising from such dispute shall be limited to back pay.

___ I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Play N Trade benefits, policies and procedures will not alter our at-will and arbitration agreements.

____ I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

____ If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid local driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Play N Trade auto insurance, if required for my position.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Applicant's Signature

Date