



# Application for Employment

Today's date	(Must be filled in)
Job(s) / Position(s) applying for	(Must be filled in)

This application will remain active for **90 days**. Applicants must renew their applications every 90 days to maintain "active" status and be considered for other job openings. There is no need to follow up about your application submission. We will contact you if we have a position open and your background, experience, and availability match the job requirements.

### GENERAL INFORMATION

Name	Email
Address	Phone number
City State	Zip code

**EMPLOYMENT RECORD:** STARTING with PRESENT / MOST RECENT, list ALL employers. Include self-employment, military service, summer, and part-time jobs. *Please attach additional sheets if necessary, following the same format.*

Name & Address of Present / Former Employer	Dates Employed	Position & Duties (describe in top box)	Salary	Reason for Leaving
Company Name Phone	From (Mo./Yr.)		Starting \$	
No. & Street	To (Mo./Yr.)		Leaving \$	
City & State Zip			Supervisor's Name (below)	
Company Name Phone	From (Mo./Yr.)		Starting \$	
No. & Street	To (Mo./Yr.)		Leaving \$	
City & State Zip			Supervisor	
Company Name Phone	From (Mo./Yr.)		Starting \$	
No. & Street	To (Mo./Yr.)		Leaving \$	
City & State Zip			Supervisor	
Company Name Phone	From (Mo./Yr.)		Starting \$	
No. & Street	To (Mo./Yr.)		Leaving \$	
City & State Zip			Supervisor	
Company Name Phone	From (Mo./Yr.)		Starting \$	
No. & Street	To (Mo./Yr.)		Leaving \$	
City & State Zip			Supervisor	

### REFERENCES (No relatives please)

Name	Occupation
Address	Telephone No.
Name	Occupation
Address	Telephone No.

### EDUCATION

	Name of School	Address	No. of Yrs. Attended	Degrees
High School				
University/ College				
Other (trade school, licenses, etc.)				

**PLEASE COMPLETE THE FOLLOWING QUESTIONS**

1. Why do you want to work for Down to Earth? \_\_\_\_\_  
\_\_\_\_\_
2. How many times have you shopped at Down to Earth or other natural foods stores in the past month?  
\_\_\_\_\_
3. What are your thoughts about vegetarian diets? \_\_\_\_\_  
\_\_\_\_\_
4. Do you use or smoke tobacco-based products?  **YES**  **NO**  
If you smoke, how often do you smoke per day? \_\_\_\_\_
5. What type of employment are you looking for?  **FULL-TIME** (35+ hours/week)  **PART-TIME** (less than 35 hours per week)  
If *part-time*, how many days and/or hours per week would you like to work? \_\_\_\_\_
6. If we invite you to join our team, how long do you intend to stay with us? \_\_\_\_\_  
\_\_\_\_\_

7. Please circle/check the days and times you are **available** to work  
(Approximate shift start times: Morning: Before 10 am, Evening: After 2 pm; Store Hours available online and posted in store.)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING	MORNING	MORNING	MORNING	MORNING	MORNING	MORNING
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING

8. How did you hear about the position? *E.g.* Internet (which web site?), DTE Team Member, Other (*please be specific*):  
\_\_\_\_\_

**MEDICAL INFORMATION**

After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a physical or medical examination at Company expense and by a Company-chosen physician, with the offer of employment conditioned on the result of such examination. Team members, at any time during the course of their employment, may be required to undergo a medical examination at Company expense and by a Company-chosen physician.

Are you able to perform the essential functions of this job with or without reasonable accommodation? \_\_\_\_\_ Applicant Initials \_\_\_\_\_

**OTHER**

Do you know anyone presently working for our company? \_\_\_\_\_ If so, who? \_\_\_\_\_ How long have you known him/her? \_\_\_\_\_

**NOTE**

It is the policy of this Company to hire only U. S. citizens and aliens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U. S. Immigration and Naturalization Service's Form I-9.)

**Down to Earth is proud to provide a drug-free workplace.** All job offers are made subject to passing a drug test.

All job offers are conditional upon a check for any criminal conviction in the recent ten (10) years (excluding any period of incarceration), that is rationally related to the duties and responsibility of the job.

I certify that all statements made on this application and attached questionnaire are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge. I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.

This application is not a contract and cannot create a contract. No offer or promise of employment has been made. I understand that if I am employed, my employment is "at will" and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice.

\_\_\_\_\_ Application Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_