



Henning's Market — APPLICATION FOR EMPLOYMENT
 290 Main Street, Harleysville, PA 19438

Henning's Market is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Position Sought _____ Full Time Part Time Night Shift Temporary
If you are applying for any employment other than full-time, please specify your availability:

Mon _____^{AM/PM} to _____^{AM/PM} Tues _____^{AM/PM} to _____^{AM/PM} Wed _____^{AM/PM} to _____^{AM/PM}
 Thur _____^{AM/PM} to _____^{AM/PM} Fri _____^{AM/PM} to _____^{AM/PM} Sat _____^{AM/PM} to _____^{AM/PM}
 Sun _____^{AM/PM} to _____^{AM/PM} PLEASE NOTE THERE IS NO GUARANTEE HENNING'S MARKET CAN OFFER EMPLOYMENT THAT ACCOMMODATES APPLICANT'S AVAILABILITY TO WORK.

Date Available _____ Salary Desired _____ Phone Number _____
 Email Address _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
If offered employment, you will be required to provide documentation to verify eligibility.

How were you referred to us? Online Ad Newspaper Ad Employment Agency Walk-In
 Friend Relative Other _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4 **Diploma:** Yes No **G.E.D.:** Yes No
 School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4
 School(s) _____ City/State _____
 Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____
 Course _____ Degree or Certificate Earned _____

Have you ever been employed by Henning's Market? Yes No

If so, please state department, position and dates of employment:

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name _____

Employer _____ Phone: _____
Address _____
Position _____ Dates of Employ: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

Employer _____ Phone: _____
Address _____
Position _____ Dates of Employ: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

Employer _____ Phone: _____
Address _____
Position _____ Dates of Employ: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

Employer _____ Phone: _____
Address _____
Position _____ Dates of Employ: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

Employer _____ Phone: _____
Address _____
Position _____ Dates of Employ: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

If you wish to describe additional work experience, attach the information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job for misconduct? Yes No

If yes, explain: _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes No If yes, explain: _____

A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____ License Expiration Date _____

Other Professional Memberships _____

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

OTHER QUALIFICATIONS OR SKILLS:

Describe any special qualifications or skills you have acquired, which you believe to apply to the position you seek:

Please indicate foreign languages you are familiar with:

Language _____ Fluent Good Fair Speak Read Write

Language _____ Fluent Good Fair Speak Read Write

Language _____ Fluent Good Fair Speak Read Write

REFERENCES:

Professional

Personal

Name _____

Name _____

Relationship _____

Relationship _____

Phone (____) _____

Phone (____) _____

Name _____

Name _____

Relationship _____

Relationship _____

Phone (____) _____

Phone (____) _____

IMPORTANT!! I understand that should I be offered and accept a position at Henning's Market, I will be expected to work the two days prior to a holiday. I further understand that no vacation requests will be considered by management for these days.

Signature of Applicant _____ Date: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Henning's Market or it's designee to verify their accuracy, initiate a criminal history background check, examine my credit history, and to obtain reference information on my work performance and history. I hereby release Henning's Market and it's designee from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Henning's Market. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Henning's Market may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY