

Date

Position applied for

Name

## **Plow & Hearth, LLC**

# Employment Application

Welcome to Plow & Hearth LLC. We appreciate the opportunity to review your qualifications for employment with our company. So that we can thoroughly consider your skills and abilities, we require your completion of our Employment Application. The Employment Application will only be valid for 90 days from the date of the application. If you wish to be considered for employment subsequent to that date, a new application must be completed.

Thank you.

*Plow & Hearth, LLC is an Equal Opportunity Employer  
M/F/D/C*

DATE:

**PERSONAL INFORMATION**

NAME:	LAST	FIRST	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
ADDRESS:	STREET	CITY	STATE	ZIP CODE
PHONE NUMBER:	ALT PHONE NUMBER:	EMAIL ADDRESS:		
ARE YOU IMMEDIATELY AUTHORIZED FOR UNRESTRICTED WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE YOU OF LEGAL AGE TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO HAVE YOU EVER BEEN CONVICTED OF A CRIME? * <input type="checkbox"/> YES <input type="checkbox"/> NO      If YES, set forth the nature and dates of the conviction, and date of release from prison: _____ _____ _____ <small>* FACTORS SUCH AS AGE AND TIME OF OFFENSE, SERIOUSNESS, AND NATURE OF THE VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT</small>				

**JOB INTEREST**

POSITION APPLYING FOR:	SALARY DESIRED:
HOW WERE YOU REFERRED TO PLOW & HEARTH, LLC? <input type="checkbox"/> Employment Advertisement (Please Name Publication): _____ <input type="checkbox"/> Employment Agency (Please Name Agency): _____ <input type="checkbox"/> Employee Referral (Please Name Employee): _____ <input type="checkbox"/> Other (Please Specify): _____	
HAVE YOU EVER PREVIOUSLY APPLIED FOR EMPLOYMENT WITH PLOW & HEARTH, LLC? <input type="checkbox"/> YES <input type="checkbox"/> NO      If YES: Date(s) _____ Location _____	
HAVE YOU EVER BEEN EMPLOYED BY PLOW & HEARTH, LLC: <input type="checkbox"/> YES <input type="checkbox"/> NO      If YES: Date(s) _____ Location _____	
ARE YOU ACQUAINTED WITH OR RELATED TO ANY PLOW & HEARTH. LLC ASSOCIATE(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO      If YES: Please Identify by Name and Relationship: _____	
DATE AVAILABLE:	DAYS/HOURS AVAILABLE:
AVAILABLE TO WORK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	

**EDUCATION**

SCHOOL NAME	CITY AND STATE	MAJOR COURSE OF STUDY	HIGHEST GRADE COMPLETED	DATES ATTENDED
HIGH SCHOOL:				
COLLEGE:				
GRADUATE SCHOOL:				
BUSINESS, TECHNICAL, OR TRADE:				

ACTIVITIES, HONORS, OFFICES HELD THAT ARE JOB RELATED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY):

DESCRIBE OTHER JOB RELATED TRAINING COMPLETED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY):

# EMPLOYMENT HISTORY BEGIN WITH MOST RECENT POSITION

EMPLOYER:	DATES EMPLOYED		TITLE:
ADDRESS:	FROM	TO	RESPONSIBILITIES:
CITY/STATE/ZIP CODE:			
TELEPHONE:	SALARY		
SUPERVISOR:	STARTING	FINAL	
REASON FOR LEAVING:	MAY WE CONTACT?		
EMPLOYER:	DATES EMPLOYED		TITLE:
ADDRESS:	FROM	TO	RESPONSIBILITIES:
CITY/STATE/ZIP CODE:			
TELEPHONE:	SALARY		
SUPERVISOR:	STARTING	FINAL	
REASON FOR LEAVING:	MAY WE CONTACT?		
EMPLOYER:	DATES EMPLOYED		TITLE:
ADDRESS:	FROM	TO	RESPONSIBILITIES:
CITY/STATE/ZIP CODE:			
TELEPHONE:	SALARY		
SUPERVISOR:	STARTING	FINAL	
REASON FOR LEAVING:	MAY WE CONTACT?		
EMPLOYER:	DATES EMPLOYED		TITLE:
ADDRESS:	FROM	TO	RESPONSIBILITIES:
CITY/STATE/ZIP CODE:			
TELEPHONE:	SALARY		
SUPERVISOR:	STARTING	FINAL	
REASON FOR LEAVING:	MAY WE CONTACT?		
EMPLOYER:	DATES EMPLOYED		TITLE:
ADDRESS:	FROM	TO	RESPONSIBILITIES:
CITY/STATE/ZIP CODE:			
TELEPHONE:	SALARY		
SUPERVISOR:	STARTING	FINAL	
REASON FOR LEAVING:	MAY WE CONTACT?		

**If you need additional space, please continue on a separate sheet of paper.**

State whether you have ever been terminated or suspended from any previous employment and describe the circumstances:
_____
_____

# ADDITIONAL DATA

WOULD YOU CONSIDER RELOCATION?  YES  NO If YES, Any limitations? \_\_\_\_\_

WOULD YOU TRAVEL IF NECESSARY?  YES  NO If YES, Any restrictions? \_\_\_\_\_

WHAT PROFESSIONAL, JOB RELATED LICENSES OR CERTIFICATIONS DO YOU HOLD (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY):

WITH WHAT OFFICE EQUIPMENT, COMPUTER HARDWARE, SOFTWARE, OPERATING SYSTEMS, AND/OR DATA ENTRY DEVICES DO YOU HAVE EXPERIENCE?

<p>TYPING ABILITY?</p> <input type="checkbox"/> NO	<p>DICTATION ABILITY?</p> <input type="checkbox"/> NO	<p>KEYPUNCH ABILITY?</p> <input type="checkbox"/> NO	<p>TEN KEY ABILITY?</p> <input type="checkbox"/> BY TOUCH
<input type="checkbox"/> YES WPR _____	<input type="checkbox"/> YES WPR _____	<input type="checkbox"/> YES KEY STROKES PER HOUR _____	<input type="checkbox"/> BY SIGHT

# REFERENCES

NAME	ADDRESS	TELEPHONE	EMAIL	OCCUPATION	NATURE OF RELATIONSHIP AND YEARS KNOWN

# CONDITIONS FOR EMPLOYMENT

Please read the following statements carefully as they constitute conditions for employment with Plow & Hearth, LLC.

The information that I have provided on this application is accurate and true to the best of my knowledge.

I understand that any misrepresentation or omission of a fact on my application, resume, or during the interview or hiring process may result in the refusal of employment, or if such misrepresentation or omission is discovered by Plow & Hearth, LLC, after I am employed, such misrepresentation or omission may result in my immediate termination from Plow & Hearth, LLC.

The persons, schools, current and prior employers (if approved by me in the Employment History Section), and other organizations or employers named in this application, or on any reference list provided by me, are authorized by me to verify the information I have provided, to provide any information they have regarding me, whether or not it is in their records, and to provide Plow & Hearth, LLC with information that may be requested by Plow & Hearth, LLC to arrive at an employment decision. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I agree that neither Plow & Hearth, LLC nor the provider of the information will be violating my right to privacy in any manner. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.

I agree to protect confidential information, trade secrets, and proprietary information of Plow & Hearth, LLC, and of vendors, licensors, marketing partners or clients entrusted to Plow & Hearth, LLC, and will not disclose to Plow & Hearth, LLC any confidential information of others.

Although Plow & Hearth, LLC makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.

I will be able, if hired, to certify that I am immediately authorized to work in the United States of America for Plow & Hearth, LLC, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

I understand that because Plow & Hearth, LLC wishes to, among other things, provide and maintain a safe and efficient working environment, Plow & Hearth LLC will not employ persons who use illegal drugs and/or abuse alcohol or legal drugs, and that Plow & Hearth, LLC retains and exercises the right to screen from employment such individuals. In fact, I agree and consent that I may be required to take a pre-employment post-offer drug test. Further, I agree to abide by Plow & Hearth, LLC Substance Abuse Policy.

I agree that, if employed, I will conduct myself in accordance with all other Plow & Hearth, LLC policies, rules and regulations throughout my employment with Plow & Hearth, LLC. I agree that violation of any policy, rule or regulation may result in my immediate termination.

I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either Plow & Hearth, LLC or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the Chief Operating Officer of Plow & Hearth, LLC may enter into any agreement with me contrary to the foregoing and that such contrary agreement must be in writing and signed by the Chief Operating Officer.

If any provision of this agreement is invalid or unenforceable, the balance of this agreement shall remain in effect.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_