



# Application for Employment

WOODLANDS is an Equal Opportunity Employer and does not discriminate against qualified applicants on the basis of race, color, creed, religion, ancestry, age (40+), sex, marital status, national origin, disability, veteran status, or any other legally protected status.

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_

2<sup>nd</sup> Telephone Number \_\_\_\_\_

For what position(s) are you applying?

\_\_\_\_\_

For what location(s) are you applying?

- Kentfield Store     Tiburon Store     Cafe     Ross Store

\_\_\_\_\_

Do you have friends or relatives who work (or have worked) at WOODLANDS? If yes, state name and relationship.

\_\_\_\_\_

Were you referred by a current employee of Woodlands? If so, please list the employee's name below.

\_\_\_\_\_

Where did you hear about this position?(List specific posting such as company website, craigslist, college board etc..)

\_\_\_\_\_

Why are you applying to work at WOODLANDS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years old? If NO, please complete the "under 18" application instead.    Yes    No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?    Yes    No

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 Americans with Disabilities Act and will consider reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential functions)

**Current Employment**

Are you currently employed? If yes, please complete the following:

Yes No\_\_\_\_\_  
Company Name\_\_\_\_\_  
Employed Since (date)\_\_\_\_\_  
Company Location\_\_\_\_\_  
Company Phone Number\_\_\_\_\_  
Your Supervisor's Name\_\_\_\_\_  
Position held\_\_\_\_\_  
Wage/SalaryMay we contact your current employer? Yes No**Past Employment***Please include at least 5 years' history, most recent first.*

#1

\_\_\_\_\_  
Company NameFrom: \_\_\_\_\_ to: \_\_\_\_\_  
Dates Employed\_\_\_\_\_  
Company Location\_\_\_\_\_  
Company Phone Number\_\_\_\_\_  
Your Supervisor's Name\_\_\_\_\_  
Position held\_\_\_\_\_  
Wage/Salary\_\_\_\_\_  
Reason for Leaving

#2

\_\_\_\_\_  
Company NameFrom: \_\_\_\_\_ to: \_\_\_\_\_  
Dates Employed\_\_\_\_\_  
Company Location\_\_\_\_\_  
Company Phone Number\_\_\_\_\_  
Your Supervisor's Name\_\_\_\_\_  
Position held\_\_\_\_\_  
Wage/Salary\_\_\_\_\_  
Reason for Leaving*(additional past employment may be completed on the back page)***Education History, Training, and Experience**

School Name	Location	Years completed	Degree or Diploma
High School _____			
College _____			
Other _____			

**References**

Please list 2 individuals NOT related to or living with you who would be able to talk about how you would be as an employee.

\_\_\_\_\_  
Name\_\_\_\_\_  
Occupation\_\_\_\_\_  
Phone Number\_\_\_\_\_  
City of Residence\_\_\_\_\_  
How do you know each other?\_\_\_\_\_  
Name\_\_\_\_\_  
Occupation\_\_\_\_\_  
Phone Number\_\_\_\_\_  
City of Residence\_\_\_\_\_  
How do you know each other?

**Wage Expectation**

What is your current wage expectation? \$ \_\_\_\_\_

**Work Availability**

*WOODLANDS is open every day of the year, including holidays. Some positions require shifts starting before 7a.m. or ending after 9p.m. Once hired, your schedule availability and scheduling flexibility help make getting shifts more likely. Ask your manager for more information.*

When are you available to start? \_\_\_\_\_ How many hours per week do you want to work? \_\_\_\_\_

What schedule restraints or other time commitments do you have? (Classes, Meetings, other job(s) you plan to keep even if hired at Woodlands, etc.): \_\_\_\_\_

Please indicate your availability each day below: (For example: "10 a.m. on" , "Open" , "Unavailable" , etc.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**Please Read Carefully, Initial Each Paragraph and Sign Below**

_____ initials	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 of material fact on this application or on any document 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.
_____ initials	I hereby authorize Woodlands Market to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my 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.
_____ initials	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.
_____ initials	I understand that all persons hired must submit valid proof of identity and employment eligibility as listed on US DOJ Form I9, page 2, within 3 days of being hired. Failure to submit valid and timely documentation will result in termination of employment.

I hereby attest that all statements I have made above are true and complete. I understand that any falsification or misrepresentation on this employment application is grounds for dismissal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date