

*Over 85 Years Successful Shoe Retailing! Friendly People Make the Difference!*

**We Value These Things the Most:**  
Willingness to Learn  
Hospitality  
Honesty  
Quality

**You Will Learn These Skills:**  
Stock Keeping, Cashier, & Professional Selling  
Foot Measuring & Fitting  
Personal Responsibility  
Customer Service

**Personal Information** (please PRINT clearly)

Your Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_  
last name first name middle initial

Present Address: \_\_\_\_\_ Years at Present Address: \_\_\_\_\_  
street address city state zipcode

Phones/Email: \_\_\_\_\_  
home phone with area code cell/mobile phone with area code spouse/friend phone with area code eMail address

Previous Address: \_\_\_\_\_ Years at Previous Address: \_\_\_\_\_  
street address city state zipcode

InCaseOf Emergency: \_\_\_\_\_  
name of person to notify address city state zipcode emergency phone# with area code relationship to you

Are you 18 years or older?  No  Yes Are you a US Citizen?  No  Yes Are you legally eligible for employment?  No  Yes  
 Do you have... Transportation?  No  Yes Phone& AnswerMachine?  No  Yes Dependent Care (if appl)  No  Yes

**Employment Desired**

Position Desired: \_\_\_\_\_ FullTime PartTime PartTime PartTime Earnings Expected: \$ \_\_\_\_\_ per hr  
 Anytime  Anytime  Student  LimitedHours

Are you employed now?  No  Yes If Yes, how many hours/week? \_\_\_\_\_ May we contact all employers? \_\_\_\_\_  
 No  Yes If Yes, Where? \_\_\_\_\_ When? \_\_\_\_\_

Ever applied or worked for Holmes before?  No  Yes If Yes, Where? \_\_\_\_\_ When? \_\_\_\_\_

How long have you been looking for work?  1mon  3mon  More than 6 months Do you have any job offers today? \_\_\_\_\_

How did you hear about Holmes Shoes?  Sign in Store  From Friend  Our Website  Our Employee  Other \_\_\_\_\_

Why do you want to work in Retail? \_\_\_\_\_

**Availability to Work**

Months you can work:  Year Round  Sprng  Sumr  Fall  Wintr  PeakTimes- BackToSchool, Thanksgiving, Christmas  
 Days you can work:  Every Day  Mon  Tue  Wed  Thu  Fri  Sat  Sun  Days Vary \_\_\_\_\_  
 Hours you can work:  Any Hour  9-1p  1-5p  3-9p  5-9p  After School  Other \_\_\_\_\_  
 Hours available by Day:  Mon \_\_\_\_\_  Tue \_\_\_\_\_  Wed \_\_\_\_\_  Thu \_\_\_\_\_  Fri \_\_\_\_\_  Sat/Sun \_\_\_\_\_

**Education / Skills / Achievements / Background**

High School: \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_ NotYet GED Yes Regular Advanced  
high school name city state last year completed grade point average did you graduate? course levels taken

College/Univers: \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_ NotYet Asso Bach UnderGrad Gradu  
college / university name city state last year completed grade point average did you graduate? course levels taken

Other: \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_ NotYet Degree \_\_\_\_\_  
school name city state last year completed grade point average did you graduate? key courses taken

Skills and Experience:  Basic Retail  Cashier  Stocking  Sales  Other: \_\_\_\_\_

Achievements, Awards, Recognition (in school, work, community): \_\_\_\_\_

Associations, Clubs, Churches, Activities, Hobbies: \_\_\_\_\_

Have you ever been .. Discharged from a job?  No  Yes Convicted of a crime?  No  Yes Disciplined for Absent/Late?  No  Yes

How would you rate yourself on our "Success Profile" below? (1 = Needs Improvement 2 = Fair 3 = Average 4 = Strong 5 = Outstanding)

\_\_\_\_\_ Hospitality: Your natural Friendliness and Customer Service skills \_\_\_\_\_  
 \_\_\_\_\_ Energy Level: Your Enthusiasm, Self-motivation, and sense of Urgency \_\_\_\_\_  
 \_\_\_\_\_ Reliability: Your Dependability, Attendance and Dedication \_\_\_\_\_  
 \_\_\_\_\_ Communication: Your ability to Listen and Express yourself clearly \_\_\_\_\_  
 \_\_\_\_\_ Personal Pride: Your Appearance, Hygiene and Achievements \_\_\_\_\_  
 \_\_\_\_\_ Teamwork: Your Cooperation with others and Team Spirit \_\_\_\_\_

**Work Experience** (list your PRESENT or LAST employer FIRST. If none, list unpaid or volunteer) MAY WE CONTACT THESE EMPLOYERS? [ ]No [ ]Yes

Present/Last  
Employer: \_\_\_\_\_  
 Company name city state position and duties ave hours/week starting date leaving date final pay rate \$  
 Supervisor's name supervisor's title supervisor's phone# w/ area code reason for leaving

Previous  
Employer: \_\_\_\_\_  
 Company name city state position and duties ave hours/week starting date leaving date final pay rate \$  
 Supervisor's name supervisor's title supervisor's phone# w/ area code reason for leaving

Previous  
Employer: \_\_\_\_\_  
 Company name city state position and duties ave hours/week starting date leaving date final pay rate \$  
 Supervisor's name supervisor's title supervisor's phone# w/ area code reason for leaving

**Military Record**

Were you ever in the US Armed Forces? [ ]No [ ]Yes Which Service? \_\_\_\_\_ How Long? \_\_\_\_\_ years  
 Rank at Discharge: \_\_\_\_\_ Honorable Discharge? [ ]No [ ]Yes Reserve Status \_\_\_\_\_

**Personal References** (List 3 Personal or School references we may contact. DO NOT LIST relatives, family members or former employers)

Personal Reference Name	City	State	Home Phone No. with Area Code	Work Phone No. with Area Code	Reference's Occupation	Years Known
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Training, Mobility and Medical Requirements**

Would you be willing to train to learn our four basic job duties (Foot Fitter, StockPerson, Cashier, SalesPerson)? [ ]No [ ]Yes  
 Are you able to ... Climb a ladder to 10'? [ ]No [ ]Yes Lift a 40lb carton? [ ]No [ ]Yes Stand on your feet 8hours? [ ]No [ ]Yes  
 Would you ... File a Medical Information form? [ ]No [ ]Yes Take a Physical Exam? [ ]No [ ]Yes A Drug Screen? [ ]No [ ]Yes

**You Must Read and Agree to the following Terms and Conditions:**

"I certify that my answers to all questions in this application are true, and give Holmes Shoe Store the right to investigate all information given plus secure more information as needed. This additional information may include but is not limited to verification of previous employment, personal and employment references, education transcripts, criminal reports, credit reports, and other sources. If any false, misleading or incomplete facts, I am subject to immediate dismissal without notice"

"I understand and agree that if I am employed, my employment is at will and Holmes may terminate my employment for any reason or no reason. If I quit, I agree to give at least two week's written notice and work these 2 weeks in full (4 weeks for managers, wages over minimum rate and bonuses forfeited.)"

"I also agree to reimburse Holmes Shoe Store Inc by payroll deduction for any and all losses caused by my failure to follow any Money or Key policies."

X \_\_\_\_\_ X \_\_\_\_\_  
 Signature of Applicant Date Signature for Credit Report  
I authorize Holmes Shoe Store Inc to request my Credit Report for employment purposes.

Thank You for your Interest in Holmes Shoes. Additional Application Forms and More Information may be Available on our Website at [www.HolmesShoes.com](http://www.HolmesShoes.com)

**Applicant — Do Not Write Below This Line (Office / Interviewer Use Only)**

LAST NAME, FIRST NAME	NICKNAME	POSITION	FTA	PTA	PTS	PTL	TEMP	NOTES	DEADLINE	PAYRATE
1ST Interview Day/Date/Time/Location	FirstImpres	OnTime BusinDress Smile Friendly A/R/S						Notes		Conclusion

Greet/seat/chat then tell Interview process (Review App, Describe Work/Hours/Pay, Questions at End) \_\_\_\_\_  
 Review Application (verify info including availability times, dependents, childcare, spouse work schedule) \_\_\_\_\_  
 Describe Work/Hours/Pay (include job duties, expectations, hours must include nights/weekends/Sundays, PT is 0-30hours as needed, FT is 30+hours) \_\_\_\_\_  
 Rate Applicant (Hospitality \_\_\_ Energy \_\_\_ Reliability \_\_\_ Communications \_\_\_ PersonalPride \_\_\_ Teamwork \_\_\_)  
 Notes: \_\_\_\_\_

2ND Interview Day/Date/Time/Location	FirstImpres	OnTime BusinDress Smile Friendly A/R/S	Notes	Conclusion
_____	_____	_____	_____	_____

Greet/seat/chat then Review first interview for questions, Work/Hours/Pay all OK? \_\_\_\_\_  
 Questions about ... Why work retail? Why leave present job? Strong/weak points. \_\_\_\_\_  
 Future Goals ... Education/School. Family Changes. Job/Career goals. \_\_\_\_\_  
 Tell what we expect ... Honesty, Outstanding Customer Service, Above-average sales. \_\_\_\_\_  
 Notes: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_  
 Hire Date Position Benefit Status Store Number Pay Rate Employee# New Hire Forms Payroll Setup