



## Laughlin XL Spouses' Club Thrift Shop Manager Application

### An Equal Opportunity Employer

This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please complete all sections*

### Applicant Information:

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

The Laughlin XL Spouses' Thrift Shop has special events periodically that are outside of normal business hours. **Can you work on the weekends?**  Y or  N **Evenings?**  Y or  N

### Personal Information:

If hired, would you have transportation to/from work?  Y or  N

Do you have military base access?  Y or  N

Are you over the age of 18?  Y or  N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed. \_\_\_\_\_

Have you ever been involuntarily terminated from a position of employment?  Y or  N

If yes, please explain. \_\_\_\_\_

Have you been convicted of, or plead guilty or no contest to, a felony offense?  Y or  N

If yes, please explain. \_\_\_\_\_

## Education and Experience:

High School Graduate or GED?  Y or  N

If yes, name and location of high school or GED institute. \_\_\_\_\_

College / University / Vocational School:

School name & location: \_\_\_\_\_

Number of years/hours completed: \_\_\_\_\_ Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

Are you currently employed?  Y or  N

If you are currently employed, may we contact your current employer?  Y or  N

## Special Training, Skills, & Requirements:

Check Machines and Office Equipment with which you have experience:

MicrosoftWord  MicrosoftExcel  MicrosoftPublisher  Internet  Email  Facebook

Instagram  Quickbooks  10 key

Other: \_\_\_\_\_

Do you speak, write or understand any language other than English?  Y or  N

If yes, which language (s)? \_\_\_\_\_

How fluently?  Fair  Good  Excellent

Have you ever applied to/worked for/ volunteered for Laughlin XL Spouses before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends or relatives working/volunteering for Laughlin XL Spouses?  Y or  N

If yes, state name & relationship: \_\_\_\_\_

Military Service:

Are you a veteran?  Y or  N If yes, list type of discharge: \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Please list other experience, training, volunteering, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us (i.e., thrift shop or retail experience, managing volunteers, retail experience, or bookkeeping).

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**Requirements:**

- Attach a current resume that accounts for all periods of unemployment. Resume should include job duties and name of supervisor, phone and email address.
- Attach a personal reference sheet listing three persons who have knowledge of your work performance within the last four years. Please include professional references only.

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

\_\_\_\_\_ I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by the Laughlin XL Spouses' Thrift Shop, terms for my immediate expulsion from the company.

\_\_\_\_\_ I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

\_\_\_\_\_ I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The LXLSC Thrift Shop is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.