



OUAC INC. • 6215 Enterprise Ct. • Dublin OH 43016

**EMPLOYMENT APPLICATION**

Date of Application: \_\_\_/\_\_\_/\_\_\_

As an equal opportunity employer OUAC, INC. does not discriminate in hiring or terms and conditions of employment because of an individual's race, creed, color, sex, sexual orientation, age, religion, disability, or national origin. OUAC, INC. only hires individuals authorized for employment in the United States.

Concept and Location: \_\_\_\_\_

Schedule Desired: \_\_\_\_\_ Position Desired: \_\_\_\_\_ Salary Expected: \$ \_\_\_\_\_ per \_\_\_\_\_

- Full Time
- Part Time
- Temporary
- Seasonal

- Store Manager
- Assistant Manager
- Associate

Date Available to Start: \_\_\_/\_\_\_/\_\_\_

**PERSONAL INFORMATION**

|   |                         |                          |  |
|---|-------------------------|--------------------------|--|
| Last Name                                   | First Name              | Middle Name              | Are you authorized for employment in the U.S.?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| Present Street Address                      | City                    | State                    | Zip  |
| How long have you lived there?<br>Yrs. Mos. | Previous Street Address | City                     | State  |
| How long did you live there?<br>Yrs. Mos.   | Home Phone Number       | Cell or Alternate Number | If you are under the age of 18, please state your age:   |

**AVAILABILITY**

|      |     |      |     |     |     |     |     |
|------|-----|------|-----|-----|-----|-----|-----|
|      | MON | TUES | WED | THU | FRI | SAT | SUN |
| FROM |     |      |     |     |     |     |     |
| TO   |     |      |     |     |     |     |     |

Minimum hours available weekly: \_\_\_\_\_ Maximum hours available weekly: \_\_\_\_\_

**EDUCATION**

| Level       | Name and Location of School | Degree/Area of Study | Number of Years Attended | Graduated? (check one)       |
|-------------|-----------------------------|----------------------|--------------------------|------------------------------|
| High School | Name                        |                      |                          | <input type="checkbox"/> YES |
|             | City<br>State               |                      |                          | <input type="checkbox"/> NO  |
| College     | Name                        |                      |                          | <input type="checkbox"/> YES |
|             | City<br>State               |                      |                          | <input type="checkbox"/> NO  |
| Other       | Name                        |                      |                          | <input type="checkbox"/> YES |
|             | City<br>State               |                      |                          | <input type="checkbox"/> NO  |

**ACADEMIC AND PROFESSIONAL ACTIVITIES, ACHIEVEMENTS, AND CERTIFICATIONS**

Academic and Professional Activities and Achievements, Awards Publications or Technical-Professional Societies. Indicate type and name. You may exclude organizations which indicate race, creed, color, sex, sexual orientation, age, religion, disability or national origin of its members.

| Date Awarded | Description of Award, Certification or Achievement |
|--------------|--|
|              |  |
|              |  |

**SPECIAL SKILLS**

Other Skills applicable to position applying for (example: computer proficiency, attach additional page if needed):

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## EMPLOYMENT HISTORY

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List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. If you have less than four places of employment, include personal references to be contacted.

### POSITION 1

| Dates                 | Name and Address of Employer | Position Held and Supervisor | List Major Duties | Wages    | Reason for Leaving |
|-----------------------|------------------------------|------------------------------|-------------------|----------|--------------------|
| From: ___ / ___ / ___ | Name                         | Your Job Title               |                   | Starting |                    |
| To: ___ / ___ / ___   | Address<br>Phone             | Supervisor                   |                   | Final    |                    |

### POSITION 2

|                       |                  |                |  |          |  |
|-----------------------|------------------|----------------|--|----------|--|
| From: ___ / ___ / ___ | Name             | Your Job Title |  | Starting |  |
| To: ___ / ___ / ___   | Address<br>Phone | Supervisor     |  | Final    |  |

### POSITION 3

|                       |                  |                |  |          |  |
|-----------------------|------------------|----------------|--|----------|--|
| From: ___ / ___ / ___ | Name             | Your Job Title |  | Starting |  |
| To: ___ / ___ / ___   | Address<br>Phone | Supervisor     |  | Final    |  |

### POSITION 4

|                       |                  |                |  |          |  |
|-----------------------|------------------|----------------|--|----------|--|
| From: ___ / ___ / ___ | Name             | Your Job Title |  | Starting |  |
| To: ___ / ___ / ___   | Address<br>Phone | Supervisor     |  | Final    |  |

## MISCELLANEOUS

|   |                 |                  |               |
|---|-----------------|------------------|---------------|
| Is there any additional information involving a change of your name or assumed name that will prevent us from checking your work record?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |                 |                  |               |
| Have you previously been employed by OUAC, INC. ?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   | Employment Date | Concept Employed | Position Held |
| List names of friends or relatives currently employed by any OUAC, INC. concept:  |                 |                  |               |
| Have you ever been convicted of a crime (exclude minor traffic offenses) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain:  |                 |                  |               |
| At OUAC, INC. a good attendance record is an important part of every associate's overall performance and condition of employment. Do you know of any reason you may not be able to comply with OUAC, INC. attendance policy? <input type="checkbox"/> YES <input type="checkbox"/> NO |                 |                  |               |
| MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                 |                  |               |

## PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission either on this application, or otherwise providing false information to the company will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. I authorize a thorough investigation to be made in connection with this application concerning my credit worthiness, credit standing, and credit capacity, via credit report. I also authorize a thorough investigation as to my character, general reputation, personal characteristics, employment, education, and criminal record. I understand this investigation may include personal interviews with third parties such as family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted. It is my understanding that as a prerequisite to consideration for employment, I must agree to submit to any post-employment examinations, physical or other, as the company may lawfully require. The company will pay the reasonable cost of any such examination, which may be required. If I am hired, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of OUAC, INC. or myself. I understand that, unless modified in a written agreement signed by both me and the Manager of Human Resources or President of OUAC, INC., no representative of OUAC, INC. has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.

I have read and affirm as my own the above statements.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date