



Application for Employment

Before completing your application for consideration of employment with Sun Pacific Energy, you need to be aware of the following job requirements:

1. You will be required to process a variety of customer transactions and provide prompt, courteous and friendly service at all times.
2. You will be required to dress in a company uniform while on shift.
3. You must have dependable transportation.
4. You should be flexible in your ability to cover shifts as required.
5. You must be able to exercise independent judgment.
6. You must be able to maintain store cleanliness including stocking, mopping and dusting.
7. This position requires prolonged standing.
8. This position may require lifting up to 25 lbs.
9. This position requires repetitious key stroking.
10. You must pass a pre-hire drug screen.
11. You must be able to provide adequate identification to complete the Form I-9, Employment Eligibility Verification. Sun Pacific Energy participates in E-Verify.
12. Incomplete applications will not be considered for employment.

Print Name _____

Signature _____

Date _____

Do Not Write below this line

COMPANY USE ONLY

Store Received: _____

Date Received: _____

Received By: Manager _____ Sales Associate ___ Other ___ Drop off ___

Recommend Interview: Y ___ N ___

Phone Interview: Y ___ N ___ Interviewed By: _____ Date: _____

In-Person Interview: Y ___ N ___ Interviewed By: _____ Date: _____

Hired: Y ___ N ___ Date: _____ Dept. _____ Compensation _____ per _____

Complete/Incomplete

Processed: Y ___ N ___

EMPLOYMENT APPLICATION



We consider applications for all positions without regard to race, color, sex, age, religion, national origin or ancestry, citizenship status, physical or mental disability, marital status, veteran status, or any other legally protected status.

Position Applied For: _____ Today's Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: (No., Street, Apt. #): _____ City: _____ State: _____

Previous Address: (No., Street, Apt. #): _____ City: _____ State: _____

Telephone Number (Home): _____ (Cell): _____ (Message): _____

E-Mail Address: _____

Referred By: _____

PLEASE CHECK SCHEDULE AVAILABILITY :

I am available and desire to work FULL-TIME (30+ hours) and do not have restrictions on my hours and days.

I am available and desire to work FULL-TIME (30+ hours) but have restrictions on my hours and days. (Complete Section B)

I am available and desire to work PART-TIME (If less than 30 hours a week, please complete Sections A & B).

A. I am only available for PART-TIME because:

Student Other Job Other (explain) _____

B. HOURS AVAILABLE	SUN	MON	TUE	WED	THU	FRI	SAT
FROM:	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.
TO:	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.

NOTE: WORK SCHEDULES ARE BASED UPON THE NEEDS OF THE BUSINESS AND MAY BE SUBJECT TO CHANGE ON A WEEKLY BASIS.

WAGE EXPECTED: _____

DATE AVAILABLE FOR WORK: _____

Only U.S. citizens and individuals legally entitled to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine, unexpired documentation establishing your identity and eligibility to be legally employed in the United States? Yes No

Do you have transportation? Yes No

Do you have a valid driver's license? Yes No
(For Driving positions only)

Have you ever plead guilty or "no contest" to, or been convicted of a misdemeanor or felony? Yes No

If yes, please give the date (s) and details: _____

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?

Yes No

If yes, please give the date (s) and details: _____

Note: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, convictions for which the record has been sealed or expunged, or any conviction which has been judicially dismissed or otherwise discharged after probation has been successfully completed.) **Washington Applicants:** Do not identify any conviction that is more than ten (10) years old at the time of making this application.

EMPLOYMENT HISTORY (List present or most recent positions first)

1. Name of Employer: _____ Telephone Number: _____
 Address: _____ City: _____ State: _____
 Position Held: _____ FT PT Name of Immediate Supervisor: _____
 Duties Performed: _____
 Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____
 (Mo, Yr) (Mo, Yr)
 Reason for Leaving: _____

2. Name of Employer: _____ Telephone Number: _____
 Address: _____ City: _____ State: _____
 Position Held: _____ FT PT Name of Immediate Supervisor: _____
 Duties Performed: _____
 Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____
 (Mo, Yr) (Mo, Yr)
 Reason for Leaving: _____

3. Name of Employer: _____ Telephone Number: _____
 Address: _____ City: _____ State: _____
 Position Held: _____ FT PT Name of Immediate Supervisor: _____
 Duties Performed: _____
 Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____
 (Mo, Yr) (Mo, Yr)
 Reason for Leaving: _____

May we ask your present employer for a reference? YES NO

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School attended and location: _____ **No. of Years Completed** (circle one) 1 2 3 4
Diploma: ___ Yes ___ No **GED:** ___ Yes ___ No
College and/or Vocational School and location: _____ **No. of Years Completed** (circle one) 1 2 3 4
Major: _____ **Degrees Earned:** _____
Other Training, Degrees, or Certificates Earned: _____

SKILLS: Please indicate any skills, work experience, or training courses you have taken, that you believe qualify you for the position you are seeking.

Skill/Aptitude	Work Experience	Training Courses

Have you ever been employed in any facility of Sun Pacific Energy? _____ YES _____ NO
 If so, please state location and dates of employment. _____

