

APPLICATION FOR EMPLOYMENT



Moxie Girl LLC is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)				
Name	Last	First	Middle	Date (MM/DD/YYYY)
Are you 16 years of age or older? (proof of age may be required if hired) Yes _____ No _____		Have you ever been convicted of a criminal offense for which a pardon has not been granted? Yes _____ No _____		Are you legally able to work in the United States? Yes _____ No _____
Present Address	Street		City	ZIP Code
Permanent Address	Street		City	ZIP Code
Phone Number	Daytime		Evening	

EMPLOYMENT DESIRED (if you are applying for an in-home hourly position, please keep in mind that the availability of hours may vary.)														
Position	Location/Department			Desired Pay/Hr.			Start Date							
Specify hours available for each day of the week		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
	Start:	End:	Start:	End:	Start:	End:	Start:	End:	Start:	End:	Start:	End:	Start:	End:
Are you able to work overtime? _____														
Have you ever worked for Moxie Girl LLC before? _____ If yes, when? _____														

EDUCATION				
	Name and Address of School	Years Completed	Did You Graduate?	Subjects Studied and Degrees/Diplomas Received
High School		1 2 3 4		
Post Secondary		1 2 3 4		
Post Secondary		1 2 3 4		

List skills relevant to the position applied for _____

SKILLS For Office/Administrative positions only Typing WPM: _____ 10-Key: Yes No

Computer Proficiency: Word for Windows Excel Others: _____

How did you hear about Moxie Girl?

Why would you like to work for Moxie Girl LLC?

What is Moxie Girl's mission?

What does Moxie Girl's mission mean to you?

FORMER EMPLOYERS

List below your last four employers, starting with the most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (MM/DD/YYYY)

From	Employer 1 (Name and Address of Employer-Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact? Yes No	
From	Employer 2 (Name and Address of Employer-Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact? Yes No	
From	Employer 3 (Name and Address of Employer-Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact? Yes No	
From	Employer 4 (Name and Address of Employer-Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact? Yes No	

REFERENCES

Please provide names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1.			
2.			
3.			

I hereby authorize Moxie Girl LLC to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, current employer (if applicable), previous employers, and organizations contacted by Moxie Girl LLC to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Moxie Girl LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Moxie Girl LLC to hire me. I authorize Moxie Girl LLC to share my resume and application with any neighbouring locations and/or corporate office that have employment opportunities. I also understand that if employed by Moxie Girl LLC, I may be required to provide satisfactory proof of identity and legal work authorization. Failure to submit such proof may result in immediate termination of employment. I have read and fully understand this Moxie Girl LLC employment application, and I seek employment under these conditions.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.**