APPLICATION

FOR

EMPLOYMENT

We at Once Upon A Child are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.
PLEASE PRINT

Name _______________________________________________________________________ Date ________________________________________

Present Address ___________________________________________________________________________________________________________

Street     City  State   Zip

Social Security #_______________________________________________________________ Telephone (___)______________________________

Referred by  ☐ Advertisement  ☐ Agency  ☐ Person  ☐ Other _________________________________________________

Are you legally eligible for employment in the U.S.A.?  ☐ Yes  ☐ No  State age if under 18 ________________________________

Position applying for _______________________________________________________________  Salary expected _________________________

Are you available to work  ☐ Full-time  ☐ Part-Time  Specify schedule limitations ___________________________________________

Date available for work _______________________________  List friends or relatives in our employ _____________________________________

Were you previously employed by us?  ☐ Yes  ☐ No  If yes, when _______________________________________________________

Other  name(s) used while attending schools or places of employment indicated on this form ______________________________________________

Can you perform the functions of this job with or without reasonable accommodations?  ☐ Yes  ☐ No  If No,  please explain: __________________________________________

Have you ever been convicted of a felony?  ☐ Yes  ☐ No  If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.) ____________________________________________________________

Military Service?  ☐ Yes  ☐ No  Branch of service and rank _______________________Dates of Service______________________________

Special Training ___________________________________________________________________________________________________________

EDUCATION

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Course of Study</th>
<th>Scholastic Average</th>
<th>Dates of Attendance</th>
<th>Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School/GED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>College</td>
<td></td>
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<tr>
<td>Vocational</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Additional comments regarding education ____________________________________________________________

______________________________________________________________________________________________
SKILLS

List Computer Software Packages in which you are proficient _____________

______________________________________________________________

What languages do you speak fluently ______________________________

Cash Register ___________________________ 10-Key __________________

write fluently _______________________________

Other Skills _____________________________________________________

read fluently _______________________________

EMPLOYMENT HISTORY

(List present or most recent employer first)

Name of Company __________________________________ Address ________________________________________________________________

Supervisor _________________________________________ Salary __________________ Phone __________________

Job Title ________________________________________________________ Date Started __________________ Date Left ___________________

Job Description ________________________________________________________

Reason for Leaving:

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

Name of Company __________________________________ Address ________________________________________________________________

Supervisor _________________________________________ Salary __________________ Phone __________________

Job Title ________________________________________________________ Date Started __________________ Date Left ___________________

Job Description ________________________________________________________

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Job Title ________________________________________________________ Date Started __________________ Date Left ___________________

Job Description ________________________________________________________

Reason for Leaving:

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________

AUTHORIZATION FOR BACKGROUND CHECK: I authorize Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check.

Indicate those you do not wish contacted: ______________________________________________________

Signed: __________________________ Date: __________________________
REFERENCES
Please list three persons other than relatives or personal friends, who can judge your work ability.

1) Name _________________________________________________________ Occupation ______________________________________________
    Address ______________________________________________________________________ Phone ____________________________________

2) Name _________________________________________________________ Occupation ______________________________________________
    Address ______________________________________________________________________ Phone ____________________________________

3) Name _________________________________________________________ Occupation ______________________________________________
    Address ______________________________________________________________________ Phone ____________________________________

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________

● PLEASE READ ●

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

_______________________________________________________   _________________________________________________
Signature         Date

OFFICE USE ONLY

Interviewed by __________________________________________________________ Date ______________

Referral Source ____________________________________________________________ Hired ______________ Not Hired ______________

Starting Date ___________________________ Position ____________________________ Salary ______________________

Location _______________________________ Reporting To __________________________