

**EMPLOYMENT APPLICATION**



Coldwater Creek is an equal opportunity employer and all applicants will be considered without regard to race, color, creed, gender, marital status, sexual orientation, pregnancy, childbirth or pregnancy-related conditions, age, religion, national origin, disability, handicap or any other basis protected by local, state or federal law.

**PERSONAL**

Name: *(please print)* \_\_\_\_\_ SS# - -

LAST FIRST MIDDLE

Current address: \_\_\_\_\_

NUMBER STREET CITY COUNTY STATE ZIP CODE

Telephone number: ( ) ( ) ( ) \_\_\_\_\_

HOME WORK CELL E-MAIL

**POSITION**

Position applied for: \_\_\_\_\_ Location: \_\_\_\_\_  Full-time  Part-time  Temporary/Seasonal

If you are not available to work Coldwater Creek's hours of operation, please list any exceptions: \_\_\_\_\_

Referral source:  CWC employee / Name: \_\_\_\_\_  Employment agency  Job Fair  Newspaper  Radio  Other: \_\_\_\_\_

Have you ever applied with Coldwater Creek before?  Yes  No If yes, please give date: / /

Have you ever been employed by Coldwater Creek before?  Yes  No If yes, please give date: / /

Do you have any relatives currently working for Coldwater Creek?  Yes  No

If so, name of relative and employment location: \_\_\_\_\_

On what date would you be available to start work? / / What are your salary requirements? \$ \_\_\_\_\_  Hr  Mo  Yr

Are you over 18 years of age?  Yes  No

Have you ever been convicted of a felony crime that has not been annulled or sealed by a court?\*  Yes  No If Yes, please list details, including date(s) of conviction(s) and jurisdiction(s) of crime(s). *(Convictions will not necessarily disqualify applicant from employment. Such factors as age at the time of offense, seriousness and nature of conviction as related to position applied for will be considered.)* \*WA, CA and MA applicants please read important information for your state (on reverse side) before answering this question.

Are you prevented from lawfully becoming employed in this country because of citizenship, VISA or immigration status?  Yes  No

Proof of lawful status will be required as a condition of employment if you are offered a position.

**WORK EXPERIENCE**

**May we contact your current employer?**  Yes  No If yes, please initial here

Employer:	Dates employed From: _____ To: _____
Address:	Hourly rate/salary: _____
Telephone number: ( )	Supervisor: _____
Job title:	Reason for leaving: _____
Duties: _____	

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Telephone number: ( )	Supervisor: _____
Job title:	Reason for leaving: _____
Duties: _____	

**Have you ever been fired or forced to resign from any employment?**

Yes  No If yes, please explain: \_\_\_\_\_

## BUSINESS REFERENCES

Give (three) 3 business references who are not related to you.

Name _____	Position _____		
Company _____	Business Phone (    ) _____	Home Phone (    ) _____	
Name _____	Position _____		
Company _____	Business Phone (    ) _____	Home Phone (    ) _____	
Name _____	Position _____		
Company _____	Business Phone (    ) _____	Home Phone (    ) _____	

## EDUCATION

Education (Circle last year completed)	School name, City, State	Major subjects	Diploma/Degree
High school      9   10   11   12			<input type="checkbox"/> Yes <input type="checkbox"/> No
Junior College    1   2   3   4			<input type="checkbox"/> Yes <input type="checkbox"/> No
College            1   2   3   4			<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate          1   2   3   4			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Business, Vocational, Military)			<input type="checkbox"/> Yes <input type="checkbox"/> No

## SKILLS AND QUALIFICATIONS

Please indicate the job skills you possess:

Computer Software: \_\_\_\_\_

Computer Hardware: \_\_\_\_\_

Spreadsheets: \_\_\_\_\_

Telephone Skills: \_\_\_\_\_

Typing: \_\_\_\_\_ words per minute

10 Key       Forklift       Hand-truck       Pallet Jack       Other: \_\_\_\_\_

## SIGNATURE

I understand that Coldwater Creek may obtain and use a "consumer report" from a "consumer reporting agency" in considering my application for employment. I agree to sign all necessary authorizations upon request by Coldwater Creek to obtain such information. I authorize the release to Coldwater Creek of all high school, college or other educational records pertaining to my attendance or course work. I authorize my former employers to release to Coldwater Creek all information contained in human resource files concerning me, and to provide to Coldwater Creek information concerning my performance, terms and conditions of employment, and the reason(s) for my separation of employment. I release my former employers from any liability that may arise as a result of their providing this information to Coldwater Creek. I understand that I may be required to take and pass a drug test prior to employment with Coldwater Creek, and I agree to such testing. I understand that no contract of employment with Coldwater Creek will exist at any time or be created as a result of Coldwater Creek hiring me, or by any representation made by any person at any time, with the exception of a written contract signed by the CEO of Coldwater Creek. I understand and agree that if I am hired by Coldwater Creek, my employment can be terminated with or without cause, and with or without notice, at any time at the option of the company or myself. I also understand and agree that all terms or conditions of employment, including benefits and company policies, are subject to change by Coldwater Creek at any time without notice. In compliance with the Immigration and Reform Control Act of 1986, I understand that any job offer by Coldwater Creek is contingent upon presenting the required documentation to prove that I am a U.S. citizen or authorized to work in the United States. I certify that all statements made by me on this application are true and complete. I understand that any misrepresentation or falsification of statements made in this application are grounds for immediate disqualification or termination of employment.

**\*MASSACHUSETTS APPLICANTS:** An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests or criminal court appearances. **\*CALIFORNIA APPLICANTS:** Do not include any information regarding the following: (1) any arrest, detention, or other determination that did not result in a conviction; (2) any conviction that has been judicially expunged, sealed, eradicated, or otherwise erased; (3) any misdemeanor conviction for which probation has been completed and the case has been judicially dismissed; (4) any conviction that resulted in a referral to a diversion program; or (5) any marijuana-related conviction as defined in California Health and Safety Code sections 11357 (b) and (c) and 11360(c) or in California Health and Safety Code sections 11364, 11365, or 11550 of the Health and Safety Code as they related to marijuana prior to January 1, 1976, or their statutory predecessors, that is more than two years old. **\*WASHINGTON STATE APPLICANTS:** Do not answer "Yes" if conviction(s) occurred more than ten (10) years ago.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_