



Jamaica Cottage Shop, Inc
 170 Winhall Station Rd, S Londonderry, VT 05155
 Phone (802) 297-3760 Fax (802) 297-2825
 design@jamaicacottageshop.com

Jamaica Cottage Shop, Inc is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Employment Application

(Please fill out all sections by printing all info requested with the except of the signature line on Page 3 that must be signed)

Applicant Information

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Length of time at Current Address?: _____ yrs _____ months **Phone:** (____) _____ **SSN:** _____ - _____ - _____

Email Address: _____

Are you at least 18 years of age or older? YES NO If no, please list Date of Birth: _____

If hired, can you present evidence of US Citizenship or your legal right to live and work in this country? YES NO

Position Details

Position(s) Applying For:

Office: _____

Full-Time

Part-Time

Seasonal

Production: _____

of hours per wk: _____

of hours per wk: _____

from _____
to _____

Desired Salary: _____

Availability: No Preference Wknds OK Nights OK Monday - Friday from _____ am to _____ pm Saturdays from _____ am to _____ pm Sundays from _____ am to _____ pm

Notes:

Office Applicants: Please list all apps that you have a working knowledge of in MSOffice, Adobe Creative Suite, etc --

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	GRADUATE?	DATE ATTENDED	MAJOR / DEGREE
High School			YES <input type="checkbox"/> NO <input type="checkbox"/>		
College/University			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Business, Trade, or Technical School			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Professional School			YES <input type="checkbox"/> NO <input type="checkbox"/>		

References

Please list two professional references other than relatives or previous employers that may be contacted.

- | | |
|---------------|---------------|
| 1. Full Name: | 2. Full Name: |
| Company: | Company: |
| Address: | Address: |
| Phone #: | Phone #: |
| Email: | Email: |

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Additional Qualifications & Notes

Use the space provided to summarize any additional information necessary to describe your full qualifications for the specific position(s) for which you are applying:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge and understand that any misleading or false statements on this application or during a pre-employment interview, including failure to disclose requested information, will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Jamaica Cottage Shop, Inc creates an actual or implied contract of employment. I understand that, if I accept employment with Jamaica Cottage Shop, Inc, it will be on an at-will basis which means that either Jamaica Cottage Shop, Inc or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I understand that, while Vermont law prohibits Jamaica Cottage Shop, Inc from including any question on this application regarding any applicant criminal records, I will answer truthfully should any questions arise during the interview process.

I authorize Jamaica Cottage Shop, Inc to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Jamaica Cottage Shop, Inc and all of its officers, employees, and affiliates from all liability arising from any investigation.

Signature: _____

Print Name: _____

Jamaica Cottage Shop, Inc is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with us depends solely on your qualifications.