

# APPLICATION for EMPLOYMENT

Teneff Jewelry, Inc.

421 W Riverside Ave, Suite 280 Spokane, WA 99201

509-747-1038 info@teneffjewelry.com

## APPLICANT INSTRUCTIONS

1. Please read APPLICANT NOTE below.
2. Complete all pages of this form.
3. If more space is needed to complete any question, use the back of the page.
4. Print clearly; incomplete or illegible applications will not be processed.
5. Complete the BACKGROUND CHECK AUTHORIZATION form. This form will be used by Teneff Jewelry, Inc. and its agents to verify answers given on this employment application.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Initial

ADDRESS \_\_\_\_\_  
Street and Apt. #

City State Zip

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## APPLICANT NOTE

This application is intended for use in evaluating your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of non-job related handicaps, and such information may be omitted from this form. Additional testing of job-related skills, mental/physical abilities, and physical condition may be required prior to employment.

## AVAILABILITY

Position applying for: \_\_\_\_\_  
How did you hear of this position? \_\_\_\_\_

Which category would you prefer?  Full time  Part time Date you can start \_\_\_\_\_

Would you work overtime if needed?  Yes  No

Are you legally eligible to work in the United States?  Yes  No (*Proof of eligibility will be required upon offer of employment*)

Are you over the age of 18 years?  Yes  No (*If no, you may be required to provide authorization*)

Can you with or without reasonable accommodation perform the essential functions of this job?  Yes  No (*If you have any questions about the functions of the job, please ask the interviewer before answering this question*)

Have you been convicted of a felony within the last 10 years?  Yes  No (*A conviction will not necessarily disqualify you.*)

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been fired or asked to resign from a job?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please put your most recent employer first.

Employer's Name and Address		Supervisor's Name	Supervisor's Phone #
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed (Mo./Yr.) ____/____ to ____/____	Hours worked per week:		
Duties:			
Reason for leaving Or considering change:			

Employer's Name and Address		Supervisor's Name	Supervisor's Phone #
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed (Mo./Yr.) ____/____ to ____/____	Hours worked per week:		
Duties:			
Reason for leaving:			

Employer's Name and Address		Supervisor's Name	Supervisor's Phone #
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed (Mo./Yr.) ____/____ to ____/____	Hours worked per week:		
Duties:			
Reason for leaving:			

Employer's Name and Address		Supervisor's Name	Supervisor's Phone #
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Employed (Mo./Yr.) ____/____ to ____/____	Hours worked per week:		
Duties:			
Reason for leaving:			

**EDUCATION & TRAINING**

Have you graduated from high school or passed the GED? \_\_\_ Yes \_\_\_ No  
 List college, vocational, military, and other relevant education:

School name & location	Months & Years Attended	Major	Type of Degree Awarded	Year Degree Received
1				
2				
3				
4				

Please list any academic honors, scholarships, offices held, etc. *(Do not list any which reflect your race, color, religion, national origin, age, disabilities, or veteran status.)* \_\_\_\_\_

Describe any specialized training, apprenticeships, licenses or skills. \_\_\_\_\_

Please provide any other information that you feel will help us in considering your application for employment.

**REFERENCES**

Please list three persons, who are not related to you and who are not previous supervisors, who can provide professional references:

Name	Address	Phone Number	Relationship/Occupation	Years Known
1				
2				
3				

**CERTIFICATION & RELEASE**

I certify that all statements on my application materials are true to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Teneff Jewelry and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information. Further, I understand that at the time of hire I will be required to provide documentation that authorizes me to work in the United States of America.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please email your completed application to [info@teneffjewelry.com](mailto:info@teneffjewelry.com) or mail to Teneff Jewelry 421 W Riverside Ave, Suite 280 Spokane, WA 99201

**Teneff Jewelry Inc.**  
Background Check Authorization / Criminal History Consent

Please use Legal Name -- should match name on your driver's license

\*Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

\*Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/ZIP)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/ZIP)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/ZIP)

\*Social Security Number: \_\_\_\_\_ \*DOB: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*Driver's License Number: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize Teneff Jewelry Inc., and its designated agents and representatives to conduct a comprehensive review of my background, including a consumer report and/or investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county and local jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Teneff Jewelry Inc., or its agents. I further authorize the full release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I further hereby forever release and discharge Teneff Jewelry Inc., and its agents and representative, to the fullest extent permitted by law, from claims, damages, losses, liabilities, costs, expenses, or any other charge or complaint arising from the collection and use of the information acquired in this background check.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required Field

\*\* Required Field for MVR