



# Employment Application

Please follow the instructions at the bottom of this form to send employment application

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## Contact Information

First Name

Last Name

E-mail Address

Phone

Street Address

City and State

Zip Code

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## Desired Employment

Which position(s) are you applying for?

**Retail Clerk / Customer Service**

**Gift Department Help**

**Candy Packing**

**Internship**

**Other:**

Desired Compensation (per hour)

When can you start?

Are you currently employed? Yes

No

Have you applied here before? Yes

No

If yes, when?

## Availability

Please write the hours you are available for work each day of the week.  
If not available, please write NONE.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

What is the minimum amount of hours,  
per week, you are looking to work for?

What is the maximum amount of hours,  
per week, you are looking to work for?

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## Your Education

Name and location of high school

Did you graduate?

Yes

No

GED

Graduation/GED year or year of future  
graduation (if none, please write NONE)

Name and location of  
trade school / college and  
Degree & Major

Graduation year / year of future graduation

What languages are you proficient in?

English

Spanish

French

Other:

Other special skills and/or training

Have you been convicted of a felony or  
a misdemeanor within the last 5 years?

Yes

No

## Previous Employment

List your last three jobs, starting with the most recent.

Name and location of employer

Dates Employed, From - To

Position(s)

Reason for leaving

Compensation

Name and phone number of supervisor

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## Professional References

Please include references whom are familiar with your work performance;  
that we may contact. (no family members please)

First and Last Name

Company

Email / Phone

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First and Last Name

Company

Email / Phone

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First and Last Name

Company

Email / Phone

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Comments

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Today's Date

Electronic Signature  
(type your full name)

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1. Download and fill out this employment application form
2. When finished, click SUBMIT button at bottom of this form to attach to email
3. Add your resume and cover letter to your email
4. Hit send to email your complete application to [hr@vanotischocolates.com](mailto:hr@vanotischocolates.com)