**Information for Potential Employees**

Cupid’s Closet Stores/Cupid's Daiquiris/Le Video Store, Inc. sincerely appreciates your interest in attaining an employment position with us. However, before you fill out our application, we would like you to be aware that before you are offered a position with us we will check your past employment history and we may require that you undergo a background check with your local law enforcement agency.

If you are offered a position at one of our Daiquiri shops, you will be required to get a State and/or City issued Bar Card at your expense. It's not a hard or expensive process and can be done online.

For those completing the application, please make sure not to leave anything blank. Please make sure to list your job history and include the dates you were employed, as well as, a contact person and numbers for verification.

Under the “Special Skills” section, please put what computer experience you have, i.e, Do you know any computer software programs? Have you ever worked in a computerized retail setting? Etc. And last but not least, please make sure to put what you can actually work, not what you think we are hiring for. Being most locations are open on evening, weekends and holidays, a person that can work any shift and holidays is considered first over someone with limitations.

If you are submitting a resume, we would appreciate it if you could put somewhere on it your hours and day available to work.

Please be aware that although our stores are fun in nature, these are real jobs. We will expect you to complete tasks correctly & completely, not perform personal task while at work or drink on the job. We expect you to be respectful to both customers & coworkers alike.

Thanks again for your time and interest!

***Cupid's Closet Stores & Daiquiri/LeVideo Store, Inc.***

***APPLICATION FOR EMPLOYMENT***

We do not discriminate in hiring on the basis race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, veteran status or status in any other group protected by federal state or local law. If you require accommodations in the application or interview process, please explain on an attached sheet. Ask the manager for an additional sheet, if needed.

**Cupid's Closet Stores/LeVideo Store sets high standards for its employees and compliance with these standards is a condition of employment. You should carefully consider what we require of our employees before you apply for a position with us:**

|  |  |
| --- | --- |
| ***\*\*\*Customer Service Expectations\*\*\**** | ***\*\*\*Job Expectations\*\*\**** |
| **Check the boxes below if you are willing to make each external and internal customer feel like a GUEST, including but not limited to** | **Check the boxes below if you are willing to follow our standards of professionalism, including but not limited to** |
| * **Greeting** each customer with eye contact and a smile
 | * Arriving at your scheduled times and maintaining a positive, enthusiastic attitude
 |
| * Seeking to understand each customer’s needs
 | * Treating co-workers with respect and being honest and dedicated in all your work
 |
| * **Explaining** to customers our products, policies and services
 | * Completing necessary training requirements
 |
| * Making purchase suggestions and assisting with customer’s selections
 | * Following company policies, procedures and management direction
 |
| * **Thanking** customers and inviting them to return
 | * Meeting quality and quantity standards
 |
| * Expediting transaction and request quickly and professionally
 | * Maintaining a professional appearance and meeting company dress code
 |
| * Using proper phone etiquette
 | * Complying with a work schedule that may include holidays
 |

***Please complete in full (Even if resume is attached). Print using ink – Do not use pencil.***

TELL US ABOUT YOURSELF. TODAY’S DATE: / /

|  |  |
| --- | --- |
| FULL LEGAL NAME LAST FIRST MIDDLE  | TELEPHONE (Cell) |
| STREET ADDRESS | TELEPHONE (Other) |
| CITY, STATE, ZIP |  |
| HAVE YOU EVER WORKED FOR CUPID’S CLOSET BEFORE? YES NO |
| ARE YOU AT LEAST 18 YEARS OF AGE? YES NO |
| ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES NO |
| HOW DID YOU LEARN OF OUR EMPLOYMENT OPPORTUNITIES? |

WHAT KIND OF POSITION ARE YOU LOOKING FOR?

|  |  |
| --- | --- |
| POSITION DESIRED | PAY EXPECTED |

|  |
| --- |
| WHAT DATE CAN YOU BEGIN WORK? |
| APPROXIMATELY HOW MANY HOURS DO YOU WANT TO WORK EACH WEEK? (CIRCLE 1) 1-15 16-25 26-34 35 OR MORE |
| FOR EACH DAY LISTED BELOW, INDICATE THE HOURS YOU ***CAN*** WORK |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| IF YOUR DESIRED HOURS ARE NOT AVAILABLE, WOULD YOU CONSIDER ANOTHER SCHEDULE? NO YES ARE YOU AVAILABLE TO WORK HOLIDAYS? YES NO |

DO YOU HAVE ANY SPECIAL SKILLS/TRAINING? If so, list below:

|  |
| --- |
|  |
|  |

DO YOU HAVE RELIABLE TRANSPORTATION? YES NO

TELL US ABOUT YOUR EDUCATION.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SCHOOL | NAME AND LOCATION | PHONE | COURSE OF STUDY | # OF YEARS COMPLETED  | DID YOU GRADUATE? | DEGREE OR DIPLOMA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| HAVE YOU EVER BEEN CONVICTED OF, PLEAD GUILTY TO, OR PLEAD NO CONTEST TO A FELONY?  NO YES IF YES, PLEASE EXPLAIN:  |
| HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, OR PLEAD NO CONTEST TO AN ACT OF DISHONESTY OR BREACH OF TRUST (SUCH AS MISDEMEANOR PETTY THEFT, BURGLARY, FRAUD, WRITING BAD CHECKS AND/OR OTHER RELATED CRIMES) NO YES IF YES, PLEASE EXPLAIN: |

PERSONAL REFERENCES

|  |  |
| --- | --- |
| 1. NAME
 | TELEPHONE (DAY) |
| RELATIONSHIP | TELEPHONE (EVENING) |
| 1. NAME
 | TELEPHONE (DAY) |
| RELATIONSHIP | TELEPHONE (EVENING) |

WHERE HAVE YOU WORKED?

|  |  |
| --- | --- |
| 1. COMPANY NAME
 | TELEPHONE |
| ADDRESS | DIRECT SUPERVISOR’S NAME/TITLE |
| DATES EMPLOYED (MO/YR)/ to / | PAY RATE:START END | NAME BY WHICH YOU WERE KNOWN: |
| JOB TITLE/RESPONSIBILITIES | REASON FOR LEAVING (BE SPECIFIC) |
| MAY WE CONTACT? NO YES IF NO, PLEASE EXPLAIN: |
| 1. COMPANY NAME
 | TELEPHONE |
| ADDRESS | DIRECT SUPERVISOR’S NAME/TITLE |
| DATES EMPLOYED (MO/YR) | PAY RATE:START END | NAME BY WHICH YOU WERE KNOWN: |
| JOB TITLE/RESPONSIBILITIES | REASON FOR LEAVING (BE SPECIFIC) |
| MAY WE CONTACT? NO YES IF NO, PLEASE EXPLAIN: |
| 1. COMPANY NAME
 | TELEPHONE |
| ADDRESS | DIRECT SUPERVISOR’S NAME/TITLE |
| DATES EMPLOYED (MO/YR) | PAY RATE:START END | NAME BY WHICH YOU WERE KNOWN: |
| JOB TITLE/RESPONSIBILITIES | REASON FOR LEAVING (BE SPECIFIC) |
| MAY WE CONTACT? NO YES IF NO, PLEASE EXPLAIN: |
| I declare that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of my employment.I authorize you to verify any and all information listed above, including personal references, employment history, and education history. I release all parties from all liability from any damage that may result from furnishing the requested information to you.I acknowledge that, at any time during my employment, I may be subject to incident-based substance abuse testing.I acknowledge that if I become employed, I will be employed at will, which means that I will be free to terminate my employment at any time for any reason and Cupids Closet Stores/LeVideo Store is free to terminate my employment at any time for any reason except as prohibited by law.Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Thank You for applying with Cupid’s Closet Stores/LeVideo! You will be contacted if we are interested in scheduling an interview.**Email Address :** |