

LUX BOND & GREEN

JEWELRY WATCHES GIFTS • SINCE 1898

APPLICATION FOR EMPLOYMENT AND PRE-EMPLOYMENT CONDITIONS

PLEASE PRINT CLEARLY AND COMPLETE
ALL INFORMATION REQUESTED

			DATE OF APPLICATION		
LAST NAME		FIRST NAME		MI	HOME TELEPHONE NUMBER
STREET ADDRESS (CURRENT)		CITY		STATE	ZIP CODE How long have you lived there?
CELL TELEPHONE NUMBER		BUSINESS TELEPHONE NUMBER		E-MAIL ADDRESS	
PREVIOUS STREET ADDRESS		CITY		STATE	ZIP CODE How long did you live there?
Are you under 18 years of age? () Yes () No	If yes, list date of birth	Are you legally authorized to work in the United States? () Yes () No			
Have you ever been employed by Lux Bond & Green previously? () Yes () No If yes, list Location, Dates of Employment, and Reason for Leaving:					
Have you ever applied to Lux Bond & Green before? () Yes () No If yes, list Location and Date:				Are you presently employed? () Yes () No	
LIST ANY CURRENT LUX BOND & GREEN EMPLOYEES WHO ARE FRIENDS OR RELATIVES OF YOURS:					
NAME: _____		RELATIONSHIP: _____		LOCATION: _____	
NAME: _____		RELATIONSHIP: _____		LOCATION: _____	

POSITION INTEREST/AVAILABILITY

POSITION(S) APPLYING FOR:	PLEASE LIST YOUR DESIRED WAGE RANGE:	HOW MANY HOURS PER WEEK ARE YOU LOOKING FOR?	DATE AVAILABLE:						
		LIST DAYS AND HOURS AVAILABLE TO WORK							
			MON	TUES	WED	THUR	FRI	SAT	SUN
REFERRAL SOURCE: () Stopped in () Newspaper Ad () Internet Posting () Sign in Store () Employee Referral – List name () Other: _____	PLEASE CHECK LOCATIONS AVAILABLE TO WORK: () West Hartford, CT () Mohegan Sun, CT () Glastonbury, CT () Westport, CT () Boston, MA () Wellesley, MA	FROM							
		TO							

SKILLS/CERTIFICATIONS

LIST COMPUTER PROGRAMS WITH WHICH YOU ARE PROFICIENT (MS WORD, EXCEL, OUTLOOK, ETC):
LIST PROFESSIONAL CERTIFICATIONS, LICENSES, OR PROFESSIONAL ORGANIZATION MEMBERSHIPS:
LIST ANY OTHER SPECIAL SKILLS YOU POSSESS WHICH WILL BENEFIT THE POSITION FOR WHICH YOU ARE APPLYING (E.G., OTHER LANGUAGES):

EDUCATION

EDUCATION LEVEL	NAME AND ADDRESS OF SCHOOL	YEARS COMPLETED	RECEIVED DEGREE	TYPE OF DEGREE
High School			() Yes () No	
College or University			() Yes () No	
Graduate			() Yes () No	
Business or Trade School			() Yes () No	
Other			() Yes () No	

EMPLOYMENT HISTORY – Please list all employment beginning with your present or most recent employer. Account for all periods, including unemployment, self-employment, verifiable work performed on a volunteer basis, part-time work, and service in the US Armed Forces. All portions must be completed; a **resume may not be substituted** but may be attached.

COMPANY NAME	FULL ADDRESS	
JOB TITLE AND DUTIES PERFORMED	EMPLOYMENT DATES (MONTH/YEAR) FROM: TO:	REASON FOR LEAVING:
SUPERVISOR NAME/TITLE:	MAY WE CONTACT YOUR PRESENT EMPLOYER? () Yes () No	TELEPHONE NUMBER

COMPANY NAME	FULL ADDRESS	
JOB TITLE AND DUTIES PERFORMED	EMPLOYMENT DATES (MONTH/YEAR) FROM: TO:	REASON FOR LEAVING:
SUPERVISOR NAME/TITLE:	ACCOUNT FOR ANY GAP BETWEEN POSITIONS:	TELEPHONE NUMBER

COMPANY NAME	FULL ADDRESS	
JOB TITLE AND DUTIES PERFORMED	EMPLOYMENT DATES (MONTH/YEAR) FROM: TO:	REASON FOR LEAVING:
SUPERVISOR NAME/TITLE:	ACCOUNT FOR ANY GAP BETWEEN POSITIONS:	TELEPHONE NUMBER

REFERENCES –List below three individuals, preferably past employers, not related to you who can attest to your suitability for employment.

NAME/CURRENT TITLE	TELEPHONE NUMBER	COMPANY NAME/ADDRESS	RELATIONSHIP (e.g., former supervisor, co-worker, etc.)

I, _____, do hereby understand and agree that due to the nature of your business (retail jewelry), I authorize you (Lux Bond & Green) to do a credit check, police report, and any other outside agency background check that you deem necessary as a condition of my employment.

Lux Bond & Green is an equal opportunity employer. Lux Bond & Green will not, except in the case of a bona fide occupational qualification, or need, or as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability or any other protected status under applicable federal, state, or local law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Lux Bond & Green shall make reasonable accommodation to qualified individuals with a known disability or pregnancy-related condition, or those with sincerely-held religious beliefs, unless the accommodation would impose an undue hardship or would pose a direct threat of danger to the individual or others.

I understand that any employment, or offer of employment, arising from this application will be subject to satisfactory verification of all job qualifications and information contained in this application. I hereby authorize Lux Bond & Green, and/or its authorized representative(s), to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to Lux Bond & Green, and/or its authorized representative(s), any and all of my employment records, including disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I authorize Lux Bond & Green, and/or its authorized representative(s), to make any inquiry or investigation they deem desirable of the answers, information and references given by me and to secure additional information about me from my present and/or previous employers and references, to the extent permissible under state law. I also understand that I have the right to request a complete and accurate disclosure of the nature and scope of any investigation undertaken by an agent of Lux Bond & Green. In addition, I hereby release Lux Bond & Green, and/or its authorized representative(s), agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

In the event of my employment by Lux Bond & Green, I will comply with all rules and regulations as set forth in Lux Bond & Green's policy manual or the communications distributed to all employees, which are subject to change from time to time in the Company's sole discretion. **I understand that if I am hired, my employment with Lux Bond & Green will be at will and may be terminated by Lux Bond & Green, or me, at any time for any reason.** I understand that no documents or statements of Lux Bond & Green will constitute a contract of employment that, in any way, limits Lux Bond & Green's right to terminate my employment at will. I further understand that the at will nature of my employment cannot be changed except by a formal written contract signed by the President, or an authorized representative, of Lux Bond & Green.

I hereby certify that I have not, knowingly, withheld any information that might adversely affect my chances for employment, and the answers given by me are true and correct without any mental reservation whatsoever. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission, misrepresentation or misstatement of any fact on this application or any document used to secure employment or during any interviews at any point during the pre-employment process shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

MASSACHUSETTS APPLICANTS: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I hereby acknowledge that I have read the above statement and understand the same.

Signature of Applicant: _____ Date: _____

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FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION STATEMENT REGARDING BACKGROUND INVESTIGATION

Please carefully read before completing and signing below.

LAST NAME	FIRST NAME	MI	DATE COMPLETED
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Under the provisions of the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681 et seq., and applicable state law, I understand that Lux Bond & Green may obtain or have prepared a consumer/investigative consumer report on me, which may include information gathered by a consumer reporting agency concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, and/or mode of living, for employment purposes as part of its employment background investigation. I understand the information may be compiled from various federal, state, or local and other agencies and other third party sources.

I understand that upon written request to Lux Bond & Green, I will be informed whether an investigative consumer report was requested, and will have the right within a reasonable time after receipt of this notice, to receive a complete and accurate written disclosure of the nature and scope of the investigation(s) requested and a copy of the report. I understand that should Lux Bond & Green rely upon a consumer/investigative consumer report for an adverse action, FCRA mandates that I be provided with a copy of the consumer report and a summary of my rights. I understand that an investigative consumer report is a report in which information regarding my character, general reputation, personal characteristics, or mode of living, may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

By signing below, I authorize Lux Bond & Green to obtain a consumer/investigative consumer report on me as part of its pre-employment background investigation process. I agree that a copy of this authorization has the same effect as an original. If I am offered employment by Lux Bond & Green, I understand this authorization shall remain in effect and shall serve as an ongoing authorization over the course of my employment and reports may be ordered periodically during the course of my employment.

By signing below, I also acknowledge that I have read this document and voluntarily authorize Lux Bond & Green to obtain a consumer report about me from a consumer reporting agency and that Lux Bond & Green may consider the report when making decisions regarding my employment, to the extent permitted by law.

Signature of Applicant

Date