

# Pictures Plus & O'Roke

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pictures Plus Mailing Address: 5256 Buchanan Trail East, Waynesboro, PA 17268

O'Roke Photography Mailing Address: 411 W. Race St., Martinsburg, WV 25401

## *Application for employment*

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Are you available to work holidays?      Yes      No

When will you be available to work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Month/Year)

Are you 17 or older?      Yes      No

Have you been convicted of, pleaded guilty to, or pleaded no contest to a felony, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor, petty theft, burglary, fraud, writing bad checks and other related crimes within the last five (5) years <sup>(\*)</sup>

Yes      No      If yes please explain \_\_\_\_\_

(\*) Conviction of a crime or pleading guilty to a criminal charge will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness and other relevant factors.

Do you have other special training or skills (additional spoken or written languages, computer software knowledge, machine operation experience, etc.?)

How did you hear of our organization? \_\_\_\_\_

## **AVAILABILITY**

Are you applying for Full time (35-40 hours/week) \_\_\_\_\_ Part time (under 35 hours/week) \_\_\_\_\_

Hours Available: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

Are there any specific times or days you are **not** available? \_\_\_\_\_

## **EDUCATION**

Are you currently enrolled in high school, college, or other educational curriculum? Yes or No

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Last completed grade of high school \_\_\_\_\_

College \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Course of Study \_\_\_\_\_ Number of college years completed \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please give an accurate and complete employment record. Start with the present or most recent employer. Include military experience if applicable.

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Pay \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Describe your work \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Pay \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Describe your work \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Pay \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact this employer? Yes No  
Describe your work \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**PICTURES PLUS & O’ROKE** set high standards for its employees and compliance with these standards is a condition of employment. If you are offered a position with **PICTURES PLUS or O’ROKE**, you need to carefully consider what we would require of you before you accept. As an employee, we require that you are at all times offering the best customer service possible to every individual and/or group, including:

- |   |  |
|---|--|
| Following our standards of professionalism    | Arriving on time   |
| Smiling and making eye contact                | Meeting standards of work quality and quantity                         |
| Following company policies and procedures     | Assisting customers  |
| Maintaining a positive, enthusiastic attitude | Following directions   |
| Treating coworkers with respect               | Maintaining company dress code   |
| Offering exit appreciation to customers       | Accepting work schedule/ holiday work                                  |
| Being honest and dedicated to your work       | Using proper phone etiquette   |
| Completing necessary training requirements    | Completing customers transactions/ requests quickly and professionally |

Are you willing and able to comply with all the requirements listed? Yes No

*I declare the information provided by me in this application is true, correct 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 employment. I authorize PICTURES PLUS or O’ROKE to verify any and all information provided above.*

Signature \_\_\_\_\_ Date \_\_\_\_\_