



Summit City Bicycles & Fitness

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____ If under 18, please list age _____

EMPLOYMENT DESIRED

Position applied for _____ Days/hours available to work: _____
 and salary desired _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				
Please describe other training, seminars, coursework, etc. that applies to the job.				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed? Yes No

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Have you ever been convicted of a felony? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been in the armed forces? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Are you now a member of the National Guard? Yes No

If hired, can you provide proof of U.S. citizenship Yes No

or proof of your legal right to live and work in this country?

Have you ever been employed with this company? Yes No

If yes, when? _____

Do you have any friends or relatives employed by this company? Yes No

If yes, please provide their names and relationship to you.

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions and duties Yes No

of the job for which you are applying?

If not, please describe the functions or duties you are unable to perform. _____

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Signature of applicant _____ Date: _____

Summit City Bicycles & Fitness is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.



Instructions and Suggestions for Prospective Employees

Summit City Bicycles & Fitness may only hire a limited number of new employees each year, but is interested in knowing of qualified retail sales and service people seeking employment. Most of our staff stays with us for many years, some as many as fifteen years. Our employee turnover is very small and some years go by where we do not even have a need to hire.

Summit City Bicycles & Fitness is an equal-opportunity employer. The pay is above average for retail workers in this particular job industry. The ambiance is pleasant, and the customers are uniformly nice people coming to us for products and services that they love to use.

However, this job is not for everyone. By reading and considering the following, you may save yourself a lot of unnecessary effort:

- 1. Smoking is not allowed in the store or on the premises of Summit City Bicycles & Fitness. Very few of our customers smoke and it is an activity that is not commensurate with a fitness business. Also, leaving a work station for unscheduled breaks is not allowed.**
- 2. The store is open Monday thru Friday, 10-8 and on Saturday from 10-6. The business is closed on Sunday. All prospective employees must be available to work night hours as well as Saturday. If you cannot work on Saturday, which is our busiest day, then perhaps this is not the job for you.**
- 3. Because of our seasonal nature of bicycle sales, vacations are rarely granted from April through August.**
- 4. Summit City Bicycles & Fitness is closed for Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day, and New Years Day. The business will close early on the day before Thanksgiving, Christmas Eve and New Years Eve.**
- 5. Applicants for fitness delivery must have a current and valid driver's license. Our insurance company routinely researches the driving record of any applicant or employee. Poor driving records may result in our insurance company forbidding the use of a company vehicle to that delivery staff member, which may make them unable to do their job. It is possible that the employee may then be terminated.**
- 6. Lifting up to 70 pounds is required. The ability to safely use a step ladder is required. The ability to ride a bicycle is also required.**
- 7. Applications must include requested job histories, references and specific names and locations of schools attended. All dates, phone numbers and addresses must be included.**
- 8. Because all the products of Summit City Bicycles and Fitness are fitness related, physical fitness may be of concern in hiring decisions. All applicants must also be involved with some type of bicycle riding activity. Our business has found that if an employee is not involved with a cycling activity, then appropriate enthusiasm for helping our customers is not demonstrated.**