

SANDRA HOLDING LLC DBA  
**PANDORA**<sup>TM</sup>  
Application for Employment

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Position: \_\_\_\_\_ Social Security Number (Last 4): xxx-xx-\_\_\_\_\_

Desired Wages: \_\_\_\_\_ Desired Status:  Full Time  Part Time  Seasonal

If hired, when are you available to start? \_\_\_\_\_

Are you currently employed?  Yes  No Are you legally eligible for employment in the US?  Yes  No

Are you 18 years of age or older?  Yes  No Are you willing to work over-time?  Yes  No

Are you willing to work nights, weekends and holidays?  Yes  No

Which location are you applying for? \_\_\_\_\_

Are you able to work any other locations? If so, please specify: \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_

Referred By: \_\_\_\_\_

Professional References (please do not include friends or family members)

NAME	JOB TITLE & EMPLOYER NAME	BEST PHONE #	RELATIONSHIP TO APPLICANT

**Education**

	Name & Location of School	Did you Graduate?	Degree Earned / Course of Study
High School			
College/University			
Trade/Business			
Other:			

**Work Experience** (List most recent history first)

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
MANAGER		JOB DESCRIPTION/RESPONSIBILITIES:	
ASST. MANAGER			
BEGINNING HOURLY RATE: \$	ENDING HOURLY RATE: \$	REASON FOR LEAVING:	MAY WE CONTACT THEM? <input type="checkbox"/> YES <input type="checkbox"/> NO

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
MANAGER		JOB DESCRIPTION/RESPONSIBILITIES:	
ASST. MANAGER			
BEGINNING HOURLY RATE: \$	ENDING HOURLY RATE: \$	REASON FOR LEAVING:	MAY WE CONTACT THEM? <input type="checkbox"/> YES <input type="checkbox"/> NO

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
MANAGER		JOB DESCRIPTION/RESPONSIBILITIES:	
ASST. MANAGER			
BEGINNING HOURLY RATE: \$	ENDING HOURLY RATE: \$	REASON FOR LEAVING:	MAY WE CONTACT THEM? <input type="checkbox"/> YES <input type="checkbox"/> NO

We will contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT contact employer(s): \_\_\_\_\_ Reason: \_\_\_\_\_

Please list any specialized skills, training, certification, including foreign languages spoken fluently, that you consider applicable for this job:

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Have you ever been discharged from a job, or asked to leave a position? If yes, please provide details:

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**Please complete the following:**

Describe your ideal job: \_\_\_\_\_

What motivates you? \_\_\_\_\_

Do you consider yourself successful? How do you define success? \_\_\_\_\_

\_\_\_\_\_

How do you want to improve yourself within the next year? \_\_\_\_\_

If hired, what are your expectations of the company? \_\_\_\_\_

\_\_\_\_\_

If hired, what could we expect of your performance? \_\_\_\_\_

\_\_\_\_\_

How long do you expect to work for us if hired? \_\_\_\_\_

What do you like most about your last (current) job? \_\_\_\_\_

What aspects do you like least? \_\_\_\_\_

When I contact your previous employer, what will they tell me about your performance? \_\_\_\_\_

\_\_\_\_\_

What will they say needs improvement? \_\_\_\_\_

**Please check the appropriate box that best describes you:**

If you had enough money to retire, would you?       Yes   (or)    No

Are you a       Big Picture Thinker   (or)    Detail Oriented

Do you prefer to work       Alone      (or)       Team Environment

Do you prefer a       Structured Organization      (or)       Minimal Supervision

Have you been convicted of a crime within the last ten years? A yes answer will not necessarily disqualify you from employment, since the nature of the offense, date, and type of job for which you are applying will be considered. You are not obligated to disclose the convictions that are sealed or expunged. If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

## AVAILABILITY ACKNOWLEDGEMENT:

**Applicant Information:** (Please Print Clearly In Ink)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date Available to Work: \_\_\_\_\_ Upcoming Time Off: \_\_\_\_\_

Day of the Week	Range of Hours Available
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

**The following dates are considered BLACKOUT dates where there will be no vacation requests off during this time. The dates include our busiest times throughout the year when we have promotions and holidays:** two weeks leading up to Valentine’s Day, two weeks leading up to Mother’s Day, November 15<sup>th</sup> – January 10<sup>th</sup>, September and March Promotions.

I will be expected to meet my commitment to this availability. If I have availability changes, I will submit my new availability request to the Store Manager in writing. I understand that Sandra Holding LLC (PANDORA) is not obligated to agree to a new availability request.

I understand the Store Manager will make an effort to support occasional changes in availability. I also understand that in order for my availability request to be approved, it must meet the needs of the business and if it is not approved, it may result in a reduction of my scheduled hours. I further understand that the scheduled hours I receive will be based on business needs, my availability and my performance. I am not guaranteed any specific hours per week, and my days off and shifts may vary from week to week.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE READ BEFORE SIGNING.**

I certify that this application was completed by me and that the facts set forth in this application are true and correct and agree that you may investigate my statements. I understand and agree that misrepresentation or omission of facts on this application will be cause for disqualification from consideration or immediate dismissal from SANDRA HOLDING, LLC at any time it becomes known. I understand and agree that as a part of the Company's procedures for processing employment applications, an inquiry will be made which will provide applicable information concerning my past job performance. I authorize any agencies, companies, past employers, schools or persons named in this application or otherwise to give any information regarding my employment, education, conviction records or character. I hereby release the Company and said agencies, companies, past employers, schools or persons from all liability for any damage resulting from using this information. I understand and agree that my employment and, if employed, my continued employment is conditioned upon participating in and clearing such background security examinations and/or investigations as may be deemed advisable by the Company. I agree to participate in such examinations and/or investigations when requested to do so by the Company. I agree that the Company shall be held harmless and hereby release the Company from all liability that may arise in connection with any security examination and/or investigation in which I may be involved. If I am offered employment, I give my permission and will participate in a drug-screening exam and consent to the release of any and all medical information as may be deemed necessary by the Company, in judging my capability to do the work for which I am applying. I understand and agree that nothing in this employment application or in the granting of an interview creates an employment contract between the Company and myself for either employment or for the providing of any other benefit. I understand no store Manager or representative of the Company other than the President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that no such promise or guarantee is binding upon the Company unless made by the Company President in writing prior to the date of this application. I understand that my employment is terminable "at will", that is, the Company retains the right to terminate my employment at any time, with or without cause and without notice.

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

SANDRA HOLDING, LLC is an Equal Opportunity Employer.