

Bravo Ranch Supermarkets

Employment Application Instructions

Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. Please read these instructions carefully before submitting your employment application.

➤ **GENERAL INFORMATION**

- Please read the minimum requirements for the job in which you are interested.
- Type or print applications in blue or black ink.
- Application materials should be taken to the Bravo Ranch where you are interested in working.
- Résumés may be attached but not submitted in place of the application.
- Remember to sign and date your employment application.
- A separate employment application is required for each position for which you are applying.
- Copies of applications are encouraged as long as each copy is complete, legible and signed.
- Applications written in pencil or copies that are too light or damaged (bent, rolled, stained, etc.) are not acceptable.
- Once submitted, your application and attachments will not be returned, reused or copied for you.
- Be sure you have some form of ID for example: Drivers license or State ID, State Issued ID, Alien ID Card, etc. and your Social Security Card available.

➤ **EMPLOYMENT RELATED**

Work history information is used to determine whether you qualify for the job for which you are applying. For some jobs, this section will also be scored to determine part of or your entire grade. To receive credit, you should fill out all blocks for each job listed.

List all periods of employment for the past 10 years, beginning with your present or most recent employer. In addition, list any older experience that may help you to qualify for the position you are applying for.

Title of position held should be your official title and not a working title or multiple titles.

It is especially important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job listed. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hours box.

If you held different jobs while working for the same employer (e.g. promotions), treat each change as a separate job using separate blocks and giving specific information for each change.

Also, describe in detail the specific duties beginning with your primary duties. Preprinted job descriptions are not accepted in place of description of duties on the application form since they do not necessarily reflect your particular position.

Where you have held supervisory positions, titles of people supervised, not just the number of people, should be indicated.

Check your starting and ending dates for feasibility. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93, or 6/8/19.

Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.

If you have held a position requiring skill in the operation of a specific piece of equipment, please indicate this within your list of duties/responsibilities.

If you cannot fit all the jobs you have held on this application form, ask for supplemental sheets for listing additional jobs (or copy any blank job page).

Application for Employment

***** Please read employment application instructions before completing this form *****

POSITION FOR WHICH YOU ARE APPLYING:					Transfer <input type="checkbox"/> Reemploy <input type="checkbox"/>
Check all that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Job-Share: <input type="checkbox"/>					
Last Name		First Name		Middle Initial	
Mailing Address		City		Social Security #	
State	Zip	Home Telephone No.	Business Telephone No.	E-Mail Address	
Driver's License #	State	Expiration Date	Referred by:	Can you speak Spanish? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you claiming Veteran's Preference? (Attach a copy of DD214 and/or service connected disability)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony since your 18th birthday? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense</i> <i>Name & Location of Court</i> <i>Date of Conviction</i>				(Inaccurate information here will result in disqualification.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any of your educational or employment records found under a different last name? If yes, please give the last name. <i>Previous Last Name</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed Bravo Ranch ? If yes, please give: <i>Store # / Position</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a former employee of Bravo Ranch? If yes please give: <i>Last Date(s) of Employment</i> <i>Department / Division</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer</i> <i>Date and Reason</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives working for Bravo Ranch? If yes, please complete the following: (Continue listing relatives on a separate page if necessary) <i>Name</i> <i>Relationship</i> <i>Department</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, are you authorized to work in the United States? For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you now work or have you previously worked for another Supermarket? <i>Store / Position</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
References				For Office Use Only: Date and Time Received	
Name		Telephone Number			

EDUCATION AND TRAINING

ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Did you graduate from High School or obtain a GED? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: _____ Location: _____
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RELATED SPECIAL TRAINING (CORRESPONDENCE, BUSINESS, TRADES, VOCATIONAL, ARMED FORCES SCHOOLS, ETC.)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

COLLEGES AND UNIVERSITIES ATTENDED (UNDERGRADUATE & GRADUATE) Must be from a recognized accredited school - Bring original documentation with initial application

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Type of Degree Earned (e.g. BA/BS)	Major	Minor
	From	To	Semester	OR Quarter			

Major <u>Undergraduate</u> College Subjects	Credit Hours			Major <u>Graduate</u> College Subjects	Credit Hours		
	Semester	OR	Quarter		Semester	OR	Quarter

RELATED LICENSES

Professional License Issued By	Field/Trade Specialization	License Number	Issue Date	Expiration Date

SKILLS

<input type="checkbox"/> Stocking Experience	<input type="checkbox"/> Produce Department	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Excel	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sacking Experience	<input type="checkbox"/> Meat Department	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Word	<input type="checkbox"/> Other _____
<input type="checkbox"/> Register Experience	<input type="checkbox"/> Bakery Department	<input type="checkbox"/> Typing ____wpm	<input type="checkbox"/> PowerPoint	
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> General Management			

APPLICANT DATA

The information requested in the following questions will not affect you as an applicant. This information will be used to determine if our recruitment efforts are reaching all segments of the community, to meet federal EEO reporting requirements and to conduct background checks.

Last Name		First Name			Middle Initial
Social Security Number (required)	Date of Birth (Req'd)	Month	Date	Year	Female <input type="checkbox"/> Male <input type="checkbox"/>
Ethnic Origin		Race			
Hispanic or Latino <input type="checkbox"/>	Non-Hispanic or Non-Latino <input type="checkbox"/>	American Indian/ Alaskan Native <input type="checkbox"/>		Native Hawaiian or other Pacific Islander <input type="checkbox"/>	
		Asian <input type="checkbox"/>	Black <input type="checkbox"/>	White <input type="checkbox"/>	

Please indicate how you learned about this job:

Media	Job Posting	Organizations	Other
Web Site <input type="checkbox"/>	Friend / Relative <input type="checkbox"/>	High school <input type="checkbox"/>	Current Employee <input type="checkbox"/>
In store Sign <input type="checkbox"/>	Weekly Ad <input type="checkbox"/>	Vocational/Trade School <input type="checkbox"/>	Former Employee <input type="checkbox"/>
Radio <input type="checkbox"/>	Continuous recruitment list <input type="checkbox"/>	College <input type="checkbox"/>	Walk-in <input type="checkbox"/>
Television <input type="checkbox"/>		Minority referral source <input type="checkbox"/>	Other: _____
Newspaper <input type="checkbox"/>		Job Service <input type="checkbox"/>	

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

HR Signatures [] []	Employment History Attached <input type="checkbox"/> Yes <input type="checkbox"/> None
Open Competitive OP <input type="checkbox"/>	Certification Screen <input type="checkbox"/> Yes <input type="checkbox"/> None
Promotional PR <input type="checkbox"/>	Education Screen <input type="checkbox"/> Yes <input type="checkbox"/> None
Reemployment RE <input type="checkbox"/>	Skills Screen <input type="checkbox"/> Yes <input type="checkbox"/> None
Status (Dem/Lateral) DL <input type="checkbox"/>	Veteran's Screen <input type="checkbox"/> Yes <input type="checkbox"/> None
Transfer TR <input type="checkbox"/>	
	Comments:
Application #: []	Input by: