



**EMPLOYMENT APPLICATION**

**Please print clearly and complete both sides of this employment application. Applications will remain active for one month.**

We at RUNWAY Fashion Exchange are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, and sexual preference, national origin, age, marital status, or physical handicap. This includes, but is not limited to, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

Today's Date			
Name (Last)		(First)	(Middle)
			Have you ever worked or attended school under another name that we need to know to verify your records? If yes, name: <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Address (Number, Street, City, State & Zip)			
Social Security Number		Date of Birth	Phone Number
Position Desired		Schedule Preferred <input type="checkbox"/> Full Time (7-7 1/2 or More Hours Daily - 5 days) <input type="checkbox"/> Part Time (Days / Evenings / Weekends)	What days are you NOT available to work?
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Currently Employed? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Employed	List of Friends or Relatives currently employed by RUNWAY
List your interests, hobbies, special skills			
Foreign language (s) spoken fluently which would be helpful in position sought			
Do you have any physical condition which would prohibit you from performing the required duties of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			

**PREVIOUS EMPLOYMENT**  
List in order of employment starting with your present employment. Please account for all time, including present employment, military service, part time jobs, and periods of unemployment. If you held two jobs at the same time, be sure to list both jobs. State if any of these employers are related to you. Use an additional sheet if necessary.

Name of Business	Address of Business	Name of Supervisor	Salary		Job Title or Nature of Work	Reason for Leaving	Date From		Date From	
			Start	End			MO	YR	MO	YR

**AUTHORIZATION FOR BACKGROUND CHECK:** *I authorize Runway Fashion Exchange to verify employment, except as noted below, as well as conduct criminal and vehicular record check.*

Indicate those you do not wish contacted: \_\_\_\_\_

Signature of Applicant ( do not print) \_\_\_\_\_ Date \_\_\_\_\_

