



APPLICATION FOR EMPLOYMENT

As an Equal Opportunity Employer, Archco has pledged and continues to pledge that equal opportunity is provided for all qualified persons without regard to race, color, creed, gender, age, religion, national origin, disability, marital status, sexual orientation, veteran status, public assistance, or any other legally protected status.

Please **PRINT** all answers accurately.

Date of Application:	Position(s) Applied For:	Salary Desired:
How did you learn about us?		
<input type="checkbox"/> Walk-in/Inquiry	<input type="checkbox"/> Internet Advertisement: Web-site	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
Address	City	State Zip
Length of time at this Address:		
Previous Address	City	State Zip
Length of time at this Address:		
Home Phone #	Work Phone #	Cell Phone #
E-mail Address		Last 4 digits of Social Security No. XXX - XX -
What is the best time to contact you? _____		May we contact you at work? <input type="checkbox"/> YES <input type="checkbox"/> NO
In order to allow us to adequately check your employment or educational history, please state any other name(s) under which you have been employed or used in school. _____		

WORK EXPERIENCE

Do NOT substitute your resume for this information. Begin with current or last position and provide employment, all gaps in employment, and military history for the past TEN years, continuing on a separate page if necessary.

Company Name	Begin (mm/yy)	End (mm/yy)	Supervisor	Phone # (Co. or Supv. #)
Position	Hourly Rate	Reason for Leaving: <input type="checkbox"/> Laid Off <input type="checkbox"/> Resigned <input type="checkbox"/> Involuntary Termination		
Explain: _____				

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Explain: _____				

Do you have experience, training, qualifications, licenses, or certifications specific to the position for which you are applying? If yes, please explain.

LANGUAGES

LANGUAGE	SPEAK	READ	WRITE	UNDERSTAND

Are you at least 18 years old? (Archco and/or Aisle One employs individuals 18 years and older)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever applied to or been employed by Archco and/or Aisle One?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state: Location _____ Last Position _____ Dates Employed _____		
Do you have any relatives currently employed by Archco and/or Aisle One?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state: Name _____		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you bound by provisions of a non-compete, proprietary or confidentiality agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, for how long? _____		
If hired can you show proof that you are eligible to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Prior to commencing employment, you are required to provide documentation, which establishes your identity and eligibility to work in the U.S.</i>		
Date available to start work: _____		
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
If applying for temporary work, what period of time are you available? From _____ to _____		
Will you work overtime if asked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that this position requires continuous travel from jobsite to jobsite and <i>that it is your responsibility to provide your own source of transportation between jobsites?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying? <i>(see last page for details)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and/or skill or agility tests.		
Have you been convicted of a felony or serious misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A conviction includes a plea, verdict, or finding of guilt regardless of whether a sentence was imposed by the court. <i>(Possession of marijuana-related offenses more than two years old need not be listed)</i>		
If yes, provide details: _____		
No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.		

This application will be considered active for the period of time for which the position applied for is open or a maximum of 30 days, whichever is greater. If you wish to be considered for employment after that time, you must reapply.

Please read carefully, initial each paragraph, and sign below. If you have any questions regarding the following statements, please ask for assistance.

_____ I agree that Archco and/or Aisle One or their authorized agent may conduct a thorough inquiry into all areas deemed necessary to arrive at a hiring decision, and will verify the background information that I supply in connection with my employment application. The information to be verified includes any and all information supplied on the application form or resume, and information provided in any conversation or interview with any employee of Archco. I understand that reference responses are confidential and are not available for inspection.

_____ Archco and/or Aisle one are committed to maintaining a drug and alcohol free environment and prohibit the possession, use, gifting, sale, or dispensing of illegal drugs or misuse of legal drugs, including prescribed drugs and alcohol on Archco and/or Aisle One premises or while conducting Archco and/or Aisle One business.

_____ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an **“at will”** nature, which means that the Employee may resign at any time and Archco and/or Aisle One may discharge Employee at any time with or without cause. It is further understood that this **“at will”** employment relationship may not be changed by any written document or by conduct unless the President of Archco specifically acknowledges such change in writing.

_____ This application when completed and signed becomes the property of Archco and/or Aisle One.

_____ I agree that all information printed here has been read and understand and that the information provided in my application or interview(s) is true and complete and that any misrepresentation, falsification or willful omission may be sufficient reason for refusal of employment or dismissal after employment, regardless of the time elapsed before discovery.

Applicant’s Signature:

Date:

Position Title:

Retail Store Merchandiser

Employment Status:

Non-Exempt - Part-Time

General Responsibilities: *(Primary Role(s) of Position)*

- Display merchandise.
- Re-stock shelves.
- Measure shelves for correct height and width, move shelves as necessary.
- Clean Shelves.
- Read and understand a schematic (drawing of shelf set-up).
- Set items on shelves according to the schematic.
- Remove discontinued, old and slow moving items from shelves.
- Resets (change product displays).
- Make shelf tags for new items if tags are not available.

Education/Experience: *(Degree, Technical Certification, and/or Years of Experience)*

- High School Diploma Preferred.
- Previous experience an asset.

Skills/Competencies: *(Required and preferred skills)*

- Proficient at prioritizing, planning and organization.
- Ability to read and understand a schematic written in English.
- Ability to communication with clients.
- Attentive to detail.
- Ability to work well in a team environment

Special Considerations: *(i.e. Travel/Work Hours/etc.)*

- Adaptable to changing work hours/days/shifts/days off.
- Night work common.
- Travel between stores.
- Out-of-town and over-night travel.
- Responsible for own transportation.
- Occasional freezer work; dust; and use of step stool

Physical Requirements: *(Work Environment/Physical Demands/etc)*

- Lifting up to 50 pounds
- Carry up to 50 pounds
- Stand up to 8 hours
- Bending at the waist and neck – Constant
- Twisting neck and waist - Constant
- Stooping – 3-6 hours
- Crouching – 3-6 hours
- Squatting – 3-6 hours
- Kneeling – 3-6 hours
- Walking 3-6 hours
- Fine hand manipulation (fingering/ grasping, manipulate parts for assembly, pushing, pulling, reaching).
- Reaching above shoulders
- Sitting – up to three hours