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## FACTS YOU SHOULD KNOW BEFORE YOU APPLY

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\*Employees are on a 30 day probation period upon being hired.

\*Employees are required to work their regularly scheduled shifts which may include shifts on the weekends, closing shifts, and shifts on holidays, including Christmas and Thanksgiving.

\*Employees are required to wear only specified uniforms and must comply with employee appearance standards. Therefore beards, tongue posts, visible pierced body parts (except earrings for women), and immoderate hairstyles of questionable taste are not allowed. **ALL TATTOOS MUST BE COVERED BY THE UNIFORM.**

\*Employees are subject to random drug testing. If a drug test is failed, that employee is terminated immediately.

\*Punctuality is a must! Team members rely on each other to have the store ready for peak sales times so showing up to work on time is very important!

\*Complete employee policy information is contained in the Pak-A-Sak Handbook

\*Pak-A-Sak's customer service and operating standards are extremely high. We have built our reputation on having the Best Customer Service and the Cleanest Stores which means as an employee you will be required to uphold these two qualities at ALL times. You may be asked to complete routine tasks that aren't desirable such as emptying trash receptacles, cleaning restrooms, mopping floors, picking up trash from the parking lot, etc. **ALL TASKS ARE REQUIRED TO BE COMPLETED WITHIN REGULARLY SCHEDULED HOURS!**

\*Staffing of part-time help is dependent upon sales.

\*CELL PHONE USE IS STRICTLY PROHIBITED WHILE ON DUTY.

\*Final employment is contingent upon successful completion of a background investigation. At that time, assuming successful completion of this process, we can determine the date when your employment will begin.

**IF YOU HAVE READ THE ABOVE STATEMENTS AND YOU UNDERSTAND PAK-A-SAK'S EXPECTATIONS, PLEASE COMPLETE THE APPLICATION AND RETURN IT TO THE MANAGER.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Employment Application

5408 Bell St.  
Bldg B. Ste. 308  
Amarillo, TX 79109

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non job related medical condition or handicap.

**PERSONAL INFORMATION:**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
Last First Middle Initial

**ADDRESS:** \_\_\_\_\_  
Street City State Zip Code

**PHONE NUMBER:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**REFERRED BY:** \_\_\_\_\_

**EMPLOYMENT DESIRED:**

**POSITION:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_ **SALARY:** \_\_\_\_\_

**ARE YOU EMPLOYED NOW?** \_\_\_\_\_

**IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?** \_\_\_\_\_

**HAVE YOU EVER APPLIED OR WORKED FOR THIS COMPANY BEFORE?** \_\_\_\_\_

**IF YES, WHEN?** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?** \_\_\_\_\_

**IF YES, PLEASE EXPLAIN DETAILS IN FULL; INCLUDING DATES, DETAILS OF OFFENCE(S), JURISDICTION, AND DISPOSITION OF CASE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**FORMER EMPLOYERS:** (List below last four employers starting with last one first)

EMPLOYER: \_\_\_\_\_ SALARY \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

DATES OF EMPLOYMENT (MONTH/YEAR) FROM \_\_\_\_\_ TO \_\_\_\_\_  
REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SALARY \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

DATES OF EMPLOYMENT (MONTH/YEAR) FROM \_\_\_\_\_ TO \_\_\_\_\_  
REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SALARY \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

DATES OF EMPLOYMENT (MONTH/YEAR) FROM \_\_\_\_\_ TO \_\_\_\_\_  
REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SALARY \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

DATES OF EMPLOYMENT (MONTH/YEAR) FROM \_\_\_\_\_ TO \_\_\_\_\_  
REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**REFERENCES:** GIVE BELOW NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ HOW LONG \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ HOW LONG \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**I CERTIFY** that the above answers are true and complete to the best of my knowledge. I authorize Pak-A-Sak to investigate any statement contained in this application and to obtain a credit report on me to determine my qualifications. I understand that this application is not and not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence or discussions may result in immediate termination. I also understand that I am required to abide by all rules, regulations and policies of Pak-A-Sak.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Arrange Interview: Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired: Yes \_\_\_\_\_ No \_\_\_\_\_ By: \_\_\_\_\_