



Vanity
1001 25th ST N
Fargo, ND 58102

STORE EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Date & Location: _____

General Information. Please complete all requested information. Use ink & print clearly.

First Name		MI	Last Name	
Telephone # (s)				
Street Address		City	State	Zip
Position Applying For			Full-Time	Part-Time
Are you under 18 yrs. old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 16 yrs. old? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you legally authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No (If offered employment, documentation will be required regarding citizenship or work authorization) Do you have a current US Passport? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you worked for Vanity before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes when & where?	
List any relatives or friends employed by Vanity, their position & location.				
How did you hear about this position?				

Work Experience. List your previous experience, beginning with your current or most recent position.

Employer		Position		Dates Employed	
				From:	To:
Street Address		City	State	Zip	
Phone #		Supervisor/Title			
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties		Reason for Leaving		Salary Starting: Ending:	

Employer		Position		Dates Employed	
				From:	To:
Street Address		City	State	Zip	
Phone #		Supervisor/Title			
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties		Reason for Leaving		Salary Starting: Ending:	

References. Individuals not related to you. Business references preferred.

Reference	Reference
Phone #	Relationship/Title
Phone #	Relationship/Title

Education.

School	Address, City & State	# of years completed	Degree/Course of Study
High School			
College			
Other			

Availability. List specific hours you are available to work per week (indicate am/pm).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

What date would you be able to start? _____ Number of hours available per week? _____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment, including current and past employment, education, background history, and criminal history. I hereby expressly release from liability all persons, companies, corporations, and schools supplying information. I understand and authorize background checks on employment, education, references and criminal history. I understand that upon my written request, I will be informed whether a criminal report was sought and if used in my employment decision, I will receive a copy of the criminal report. I acknowledge that a fax or photocopy of this release shall be as valid as the original. I hereby authorize, without reservation, any law enforcement agency, school, employer, or reference to furnish the requested information to Vanity or its vendor. I understand that I can revoke this authorization at any time in writing. Such written revocation is not valid until received by Vanity Payroll & Compliance Manager.

I hereby understand that any employment relationship with Vanity is "at-will," which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that "at-will" employment or any other agreement involving Vanity may not be changed unless specifically acknowledged in writing by Vanity's President. In the event of employment, I understand that any falsification or omission of information given in my application or interview(s) is immediate grounds for dismissal. I also understand that I am required to abide by all rules and regulations of Vanity.

I understand and agree that Vanity corporate office is located in North Dakota and that North Dakota law is the governing law for the application, hiring and employment process. I hereby agree to the use of electronic records and electronic signatures for any transactions with Vanity that may require my signature.

Signature of Applicant _____ **Date** _____

EEO M/F/D/V



Applicant Data Survey

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Date ____ / ____ / ____

Position(s) applied for _____

Referral Source

- Advertisement/Newspaper
- Employee
- Government Employment Agency
- Other _____

Name of source (if applicable) _____

Applicant's Name _____
Last First Middle

Address _____
Street City State Zip Code

As required, we comply with government regulations, including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

This survey is not a part of you official application for employment. It is considered confidential information that will not be used in any hiring decision. Completion of the following information is voluntary.

Circle one:

- Male
- Female

Circle one of the following race/ethnic groups:

- Hispanic or Latino
- Black or African American
- White
- American Indian/Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or More Races

Circle if any of the following are applicable:

- Veteran of Foreign Wars (please list): _____
- Disabled veteran
- Handicapped individual

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –
No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

**Office of Special Counsel for
Immigration-Related Unfair
Employment Practices**

