



33rd & Broadway
 Quincy, IL 62301
 emeraldcityjewelers.com
 217-222-8896

APPLICANT: You must fully complete this application for it to be considered. Applications are active for ninety (90) days; thereafter, you must personally renew the application to be considered for employment. We provide equal opportunities to all applicants and employees without regard to race, color, religion, sex, national origin, age, or disability, in accordance with applicable federal and state laws. Accommodation is available to applicants with a disabling condition, when applying, testing, or interviewing for a position. Please contact the Human Resource Department to request accommodation.

General Information:

First Name _____ Middle Initial _____ Last Name _____

Home Telephone Number _____ Cell Phone Number _____

Mailing Address _____ E-Mail Address _____

City _____ State _____ Zip _____

Social Security # _____ Drivers License # _____ State Issued _____

If you answer "Yes" to either of the following two questions please explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense(s), the name and location of the court and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

Are there any felony charges pending against you now? Yes No

Have you been convicted of a felony, subject to a deferred adjudication, or entered a plea of "no contest" to a felony charge? Yes No

Are you 18 or older? Yes No Do you have a valid drivers' license? Yes No

Are you willing to work weekends and/or overtime, if required? Yes No

Education and Training:

Select the highest level of education completed:

High School 9th 10th 11th 12th List any degrees/certifications earned _____

College/University 1 yr 2 yrs 3 yrs 4 yrs _____

Graduate/Professional 1 yr 2 yrs 3 yrs 4 yrs _____

List any other education, training, special skills or certificates/licenses that you have acquired which relate to this job.

List any machines or equipment that you are qualified to operate or experienced in operating.

1. Tell us a little about yourself. Where do you see yourself in 1 year? 5 years?

2. Why did you decide to apply for employment at Emerald City Jewelers?

3. What factors are important to you in a job? And how do you see this job helping you advance in your life's goals?

4. Give an example of what you consider bad customer service? And, what is the most important aspect of excellent customer service?

5. What do you think it takes from a person to provide excellent customer service consistently, and how do you feel you will be able to meet this demand?

6. What are your personal strengths? Personal weaknesses?

7. Would you say you are Trustworthy and Dependable? Provide an example.

8. We all make mistakes, and that's life. What do you do when you do make a mistake and how do you deal with it?

9. Have you planned for or expect any specific extended vacations during the summer, fall, or holiday season?

References: give names, addresses and telephone numbers of three references (not relatives or former employers).

(1) Name: _____ (3) Name: _____
Title: _____ Title: _____
Contact: _____ Contact: _____

(2) Name: _____ (4) Name: _____
Title: _____ Title: _____
Contact: _____ Contact: _____

If you are currently employed, may we contact your employer? Yes No Are you presently on lay-off status? Yes No

Please tell us anything else you would like us to know that you believe is important to your application.

I certify that all of the information provided by me in connection with my application is true and complete, without evasion, and I further understand and agree that such statements may be investigated and misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information that they might have, personal or otherwise, with regard to any other subject covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

I understand that upon a conditional offer of employment, I may be required to submit to a drug and alcohol testing-as set forth in the Policy as well as a background check. I understand that decisions concerning my employment will be made as a result of this test. I understand submission of this application does not mean there is a position available. I have read and understand Emerald City Jeweler's Substance Abuse Policy.

I understand a follow-up personal interview will be required.

Signature _____ Date _____