



APPLICATION FOR EMPLOYMENT

Toy Factory, LLC. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)					
Name	Last	First	Middle	Email Address	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes ___ No ___ (Toy Factory is required to comply with federal, state, or provincial law.)					
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address	Street		City	State/Province	Zip Code/Postal Code
Permanent Address	Street		City	State/Province	Zip Code/Postal Code
Phone Number	Daytime		Evening	Referred By	

EMPLOYMENT DESIRED (if you are applying for a hourly position, please keep in mind that the availability of hours may vary.)							
Position	Location/Department		Salary Desired		Date You Can Start		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Specify hours available for each day of the week							
Are you able to work overtime? _____							
Have you ever worked for Toy Factory, LLC.? _____ If yes, when? _____ Which location/department? _____							
Do you have any relatives or friends who work for the Company? _____							
If yes, who and what location and department do they work? _____							

EDUCATION	Name and Address of School	Circle Last Years Completed				Did You Graduate?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School								
College								
Post College								
Trade, Business, or Correspondence School								

List skills relevant to the position applied for _____

SKILLS For Office/Administrative positions only Typing WPM: _____ 10-Key: Yes No

Computer Proficiency: Word for Windows Excel Others: _____

Have you ever worked with toys or in the toy industry before? Describe your experience. _____

What do you like about toys? _____

Why would you like to work for Toy Factory, LLC.? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number		May we Contact?

From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number		May we Contact?

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Duties Performed				
Supervisor's Name		Phone Number		May we Contact?

REFERENCES

Give below the names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?

I hereby authorize Toy factory, LLC. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Toy Factory, LLC. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of toy Factory, LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Toy Factory, LLC. to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Toy Factory, LLC. at any time without prior notice for any reason. CALIFORNIA APPLICANTS ONLY: Applicant may omit convictions for the possession of marijuana (except for convictions for the possessions of marijuana on school grounds or possession of concentrated cannabis) that are more than two (2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.**

DATE _____

SIGNATURE _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.