



Dear Prospective Employee,

We want to thank you for your employment interest at StarFire. We are always in need of highly motivated individuals that are either looking for a career opportunity, in need of a second income or desire work while going to school. Many of our employees that you have met while shopping or visiting our stores have over 10 years of employment with our Company, some over 20 years.

Please review and complete the attached Application for Employment and leave it with the employee on duty. The StarFire Manager will contact you on the Store's staffing needs and interview status

Please note that we are a **Drug Free Workplace**. Employment with our Organization will be predicated on the results of a drug and alcohol screen that all new hire applicants will have to complete.

Again we appreciate you stopping by the Store and inquiring about employment with us. We want to wish you the best in your employment search and hope you have a chance to interview with us.

All best and good luck,

Workforce
StarFire
The Hartley Company

PROFESSIONAL EMPLOYER SERVICES

1903 Central Drive, Suite 200
Bedford, Texas 76021
800 522-9778 • 817 868-7277
Fax 817 868-7210



WORKFORCE Location # _____

Work Address _____

Street Address _____

City, State _____

APPLICATION FOR EMPLOYMENT

WORKFORCE and its client companies are equal opportunity employers. It is our policy to recruit, hire and promote for all job classifications on the basis of merit, qualifications and competence. No aspect of employment shall be influenced by race, color, religion, national origin, sex, age, disability, veteran status or any other characteristic protected by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.

PERSONAL INFORMATION

Please Print Legibly

Last Name	First	Middle Initial	Social Security # -- --	
Home Street Address		City	State	Zip Code
County	Home Telephone No. ()		Business Telephone No. ()	

Are you 18 years of age or older? Yes No If under 18 years of age, proof of age must be provided before hiring.

Is your citizenship or immigration status such that you can lawfully work in the U.S.? Yes No

If hired, employment will be dependent upon proof of citizenship and presentation of satisfactory identifying documents as required by Immigration & Naturalization Service Laws (complete required Form I-9).

Have you been convicted of, granted probation or deferred adjudication, or pleaded no contest, to any felony or misdemeanor (other than a minor traffic violation)?

Yes No If Yes, please explain fully _____
(A conviction will not necessarily bar you from employment.)

EMPLOYMENT INTERESTS

Position Applying For: TITLE _____
 Full-Time Part-Time Temporary Summer

Date Available to Work _____
Pay Expected \$ _____

Days & Hours Available to Work	DAY:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	FROM: TO:							

Have you ever been employed with WORKFORCE or any of its client companies before? Yes No

When? _____ Where? _____

What was your position? _____

APPLICANT STATEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts may result in the rejection of my application or dismissal if I have been employed. I authorize schools, references, prior employers, etc. to provide my records, reason for leaving and all other information they may have concerning me to WORKFORCE and/or its client employer, and I release any and all parties from liability or claims from damages therefrom. I understand WORKFORCE and/or its client employer is a strong advocate of a drug free work place. I may be required to submit to a drug/alcohol screening exam prior to and during my employment, including but not limited to, an on-the-job-injury, which shall be a condition of my employment, or continued employment, as the case may be.

Applicant Signature _____ Date _____

