



Name: _____

Date: _____

Position(s) Applying for: _____

Santa Cruz Capitola Warehouse Commercial Sales IDP

Employment Application

Thank you for submitting your application for employment at Palace Art & Office Supply. We are proud of our organization. Palace is a local, family owned and operated business--celebrating over 56 years of quality and service to our customers and the community. In 1949 Colonel Frank Trowbridge purchased the original store on Pacific Avenue, located in downtown Santa Cruz. In the 1970s, his sons--Frank, Roy, and Gary--took over the management of the store. Through hard work, dedication and great employees--who have provided responsive quality customer service--Palace has evolved into far more than the small stationery and gift shop of earlier days. With two retail stores and a separate Warehouse and Commercial Sales Division, we are one of the leading office, art, and graphic material suppliers in Santa Cruz County.

We believe that people are our most important asset, whether they are customers or employees. Therefore, we hire enthusiastic team players with positive attitudes that provide efficient, friendly and consistent customer service. If hired as a member of the Palace Team, you will find yourself part of a friendly, close-knit group of people, who support each other and work towards a common goal--helpful, friendly customer service. Achieving this goal helps to build a base of repeat, lifetime customers. In addition, we offer a competitive benefit package to our employees, as well as a non-smoking, drug-free working environment.

Please take your time to accurately complete this application. Include as much information as possible about yourself and your experiences, especially your work history. Completion of page four--describing you, your goals and interests--is essential to our hiring process. A resume and letters of reference may be attached to the back of the application but should not be considered a substitute for any information requested on the application. Again, please fill out the application completely.

Capitola 1501-K 41st Avenue, Capitola, CA 95066 (831) 464-2700; fax (831) 464-2727
Santa Cruz 1407 Pacific Avenue, Santa Cruz, CA 95060 (831) 427-1550; fax (831) 427-1746
Corporate Office 2606 Chanticleer Avenue, Santa Cruz, CA 95065 (831) 476-3815; fax (831)476-5576

Employment Application

Personal Information

Name _____
first middle Initial last

Telephone (_____) _____ Email Address _____

Address _____
street city state zip

Are you 18 years of age or older? _____ Yes No
(If under 18, hire is subject to verification that you are of minimum legal age)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? _____ Yes No

Are you able to perform the essential functions of the job for which you are applying?
_____ Yes No

(Note: We comply with the American with Disabilities Act (ADA) and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential functions).

If NO, describe the functions that cannot be preformed. _____

Have you been convicted of a felony? Convictions for Marijuana-related offenses that are more than two years old need not be listed. _____ Yes No

If yes, state nature of crime(s) _____

(A conviction may not eliminate your candidacy, but it will be reviewed in consideration to the position for which you are applying)

Availability

Date available for work _____ Salary expected \$ _____ per _____

Days and hours of availability for work Full Time Part Time
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Do you expect this availability to change in the next six months? _____ Yes No

Are you currently employed? _____ Yes No

If yes, may we contact your current employer? _____ Yes No

Educational Record

High School _____ City/State _____

Did you graduate Yes No Did you receive a GED? Yes No

College/Trade School _____ City/State _____

Did you graduate Yes No Degree & Major received _____

College/Trade School _____ City/State _____

Did you graduate Yes No Degree & Major received _____

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Employment record

Start with present or most recent job, including job-related volunteer activities. Please complete all sections of this page. For additional listings, please attach a separate sheet of paper.

Employer _____ Telephone (____) _____

Address _____
street city state zip

Job Title _____ Supervisor's Name/Title _____

Describe Duties (be specific) _____

Date Started _____ Date Left _____ Hours worked per week _____

Salary/Hourly Wage \$ _____ per _____ If still employed, may we contact? _____

Reason for leaving _____

Employer _____ Telephone (____) _____

Address _____
street city state zip

Job Title _____ Supervisor's Name/Title _____

Describe Duties (be specific) _____

Date Started _____ Date Left _____ Hours worked per week _____

Salary/Hourly Wage \$ _____ per _____

Reason for leaving _____

Employer _____ Telephone (____) _____

Address _____
street city state zip

Job Title _____ Supervisor's Name/Title _____

Describe Duties (be specific) _____

Date Started _____ Date Left _____ Hours worked per week _____

Salary/Hourly Wage \$ _____ per _____

Reason for leaving _____

Employer _____ Telephone (____) _____

Address _____
street city state zip

Job Title _____ Supervisor's Name/Title _____

Describe Duties (be specific) _____

Date Started _____ Date Left _____ Hours worked per week _____

Salary/Hourly Wage \$ _____ per _____

Reason for leaving _____

Employment Application

References

Please list three references that are not family members and do not live with you.

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Certificate of Applicant (Please read carefully and sign below)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any personnel record shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below authorizes Palace Art & Office Supply to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize my former employer to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that if contacted for an interview, in accordance with the Fair Credit Reporting Act (FCRA) Palace Art and Office Supply reserves the right to perform a background check (including but not limited to: Social Security number check, DMV record, past employment, credit history, and criminal background check) on all applicants and employees who are eligible for promotion. All applicants are required to complete and sign an authorization form, prior to the start of the background check process, which releases Palace Art and Office Supply and the companies used to gather information from any liability for damages that may result from the gathering of such information. Information obtained through the background check process is confidential and will be used solely for employment purposes and only for Palace's own use.

I understand that nothing contained in the application or conveyed during any interview, which may be granted, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company.

My signature, below, will verify that I have read and understand all of the above statements.

Signature of Applicant _____ Date _____

Employment Application

(Note to Palace Management: Please detach this form from the application immediately upon receipt and forward to Accounting)

VOLUNTARY APPLICANT STATISTICAL INFORMATION

In an effort to evaluate our selection process and to meet government reporting requirements, we request that you complete this form. The data you provide is to be used solely for reporting, research, statistical purposes, and to comply and monitor compliance with legal requirements. Your voluntary cooperation will be appreciated, and failure to complete this form will not affect the decision concerning your employment application.

Position Applying For: _____ Date: _____
Name (optional): _____

I. How did you find out about this job? (Check one or more)

- Newspaper advertisement: (Specify which paper) _____
- A job announcement posted at: (Specify where) _____
- Another Palace employee: (Specify who) _____
- Self, walk-in
- Other: (Please specify) _____

II. Sex: Male Female

III. Ethnic Origin: The following categories do not denote scientific definition of anthropological origins. For the purpose of this voluntary form, please check the group with which you identify or belong (please check one only).

- American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- Black (Not of Hispanic Origin)- All persons having origins in any of Black racial groups of Africa.
- Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White (Not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.