tapestry

Employment Application

Equal Opportunity Employer: Tapestry maintains and promotes a system-wide policy of non-discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, disability, gender- identity, veteran status, or genetic information.

Name: _____Pronouns:_____ Date: _____

(Please Print Clearly)

Address: _____

No.   Street   City   State   Zip Code

Telephone No.: (   )_____ Cell No.: (   )_____

Email: _____

JOB INFORMATION

Position(s) Desired: _____ ☐Full-time☐Part-time, specify days/hours: _____

Date Available: _____

How did you learn of this position?

\

    ☐Job Fair   ☐Employment Agency   ☐Current Employee (Name): _____

    ☐Friend/Relative   ☐Other   ☐ Advertisement: _____

EDUCATION AND TRAINING

High School

    Name and location: _____

    Course of Study: _____ Did you graduate? ☐Yes ☐No Degree/Certificate: _____

College or University

    Name and location: _____

    Course of Study: _____ Did you graduate? ☐Yes ☐No Degree/Certificate: _____

Graduate School

    Name and location: _____

    Course of Study: _____ Did you graduate? ☐Yes ☐No Degree/Certificate: _____

Other

    Name and location: _____

    Course of Study: _____ Did you graduate? ☐Yes ☐No Degree/Certificate: _____

Describe in detail other training or education which is pertinent, including licenses, certificates or special skills: _____

_____

_____

ADDITIONAL INFORMATION

1.	Have you ever worked for or applied for a position at Tapestry? (If yes, explain below)	☐Yes	☐No
2.	Do you have any relatives (spouse, child, parent, sibling, grandparent, grandchild, in-law or step relation, or anyone living in the same household) currently working for Tapestry (If yes, list below)	☐Yes	☐No
3.	Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	☐Yes	☐No
	If no, explain below.		
4.	Are you currently employed?	☐Yes	☐No
	If so may we inquire of your present employer?	☐Yes	☐No
5..	Do you have a valid driver's license?	☐Yes	☐No
	If Yes, please verify authorizing state: _____		

WORK HISTORY *(List most recent employment first)*

1. Employer's name, address: _____

Telephone: (   ) _____Supervisor's Name: _____

Employment Dates From: _____ To: _____ Job Title: _____

Description of duties: _____

_____

_____

Reason for leaving: _____ May we check references: ☐Yes ☐No

2. Employer's name, address: _____

Telephone: (   ) _____Supervisor's Name: _____

Employment Dates From: _____ To: _____ Job Title: _____

Description of duties: _____

_____

_____

Reason for leaving: _____ May we check references: ☐Yes ☐No

3. Employer's name, address: _____

Telephone: (   ) _____Supervisor's Name: _____

Employment Dates From: _____ To: _____ Job Title: _____

Description of duties: _____

_____

_____

Reason for leaving: _____ May we check references: ☐Yes ☐No

REFERENCES (Must provide 2 professional references to be considered for employment.)

1. Name, address: _____

Telephone: (   ) _____ Relationship to candidate: _____

2. Name, address: _____

Telephone: (   ) _____Relationship to candidate: _____

3. Name, address:_____

Telephone: (   )_____Relationship to candidate:_____

CERTIFICATION

I certify by my signature below that all information given on this application, resume, and any supplement material is correct and complete to the best of my knowledge. If any information is false or misleading, it may cause my employment rejection or discharge after employment.

I understand and agree to the following:

(a) I authorize the Agency to obtain information regarding me from former employers and to check my educational credentials and other employment-related activities. I agree to cooperate in such inquiries and release those parties supplying such information to the Agency from all liability or responsibility with respect to the information supplied.

(b) If offered a hired position, I can provide proof of my identity and employment eligibility, pursuant to the Immigration Reform and Control Act of 1986.

(c) If offered a hired position, I understand that I must successfully complete a criminal background check.

(d) I understand that any employment given to me will be on a three (3) month introductory basis and may be terminated at any time, by myself or the employer, without notice or liability.

(e) I understand that by signing below, I attest that all of the provided information above and in my resume is accurate.

(f) I understand that any provided information that the Agency finds to be inaccurate can be used to disqualify me from this position.

_____   _____

Applicant Signature   Date