



# APPLICATION FOR EMPLOYMENT

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

Please complete the entire application to ensure processing.

**PERSONAL INFORMATION** (Please print)

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Social Security Number \_\_\_\_\_

Other names you are known by \_\_\_\_\_ Are you less than 18 years of age? Yes \_\_\_ No \_\_\_ Boudoir Noir is required to comply with federal and state laws.

**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 (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 from employment.

Present Address Street \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address Street \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Referred By: \_\_\_\_\_

**EMPLOYMENT DESIRED** (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position \_\_\_\_\_ Location/Department \_\_\_\_\_ Salary Desired \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you able to work overtime? \_\_\_\_\_

Have you ever worked for Boudoir Noir before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Which store/department? \_\_\_\_\_

**EDUCATION**

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

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 visited a Boudoir Noir location? Describe your experience. \_\_\_\_\_

\_\_\_\_\_

What do you know about Boudoir Noir? \_\_\_\_\_

\_\_\_\_\_

Why would you like to work for Boudoir Noir? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Former Employer**

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 resume.

Date (mm/dd/yyyy)

From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly		Position	Reason For Leaving
		Starting _____	Ending _____		
To		If hourly, average # of hours per week			
Duties Performed:					
Supervisors Name:		Phone Number		May We Contact?	

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Duties Performed:					
Supervisors Name:		Phone Number		May We Contact?	

**How many years of Retail Experience have you had?** \_\_\_\_\_

References Give below the names of three professional references, which you have known at least one year.			
Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1			
2			
3			

I hereby authorize Boudoir Noir 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 Boudoir Noir 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 confidentiality and/or non-compete agreement, should I become an employee of Boudoir Noir. 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 Boudoir Noir 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 Boudoir Noir at any time without prior notice for any reason.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

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