

employment application

Fill this application out entirely, even if a resume is attached.

Date _____

Last Name _____

First Name _____ MI _____

Phone #(s) _____

Email _____

Address _____

City _____ State _____ Zip _____

Position Applying for _____ FT / PT

Which Store Location(s)? _____

_____ State _____

City/Cities _____

- Do you have a valid driver's license? Y / N Which State? _____
- Are you 18 years old or older? Y / N
- Do you have a legal right to work in the United States? Y / N
 (Proof will be required upon hire.)
- List special job skills and/or qualifications: _____



- When can you begin work? _____
- When are you available to work? _____
- Will your work availability change? Y / N
- Have you applied to work at Buffalo Exchange before? Y / N
 If yes, please give dates & position(s): _____
- Have you worked at Buffalo Exchange before? Y / N
 If yes, please give dates & position(s): _____
- Do you know anyone who works at Buffalo Exchange? Y / N
 If yes, who? _____
- Have you shopped at Buffalo Exchange? Y / N
- How did you hear about this job? _____
- List your hobbies or recreational activities. (You may omit any that indicate your race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.) _____

education

Are you currently enrolled in school? Y / N

COLLEGE

OTHER

HIGH SCHOOL

Name _____

Name _____

Name _____

Location _____

Location _____

Location _____

Graduated? Y / N

Area of Study/Degree _____

Area of Study/Degree _____

Graduated? Y / N

Completed? Y / N



work experience

[Begin with your present or last job.]

Dates Employed: from _____ to _____ FT / PT

Employer _____ May we contact? Y / N

Address _____

City _____ State _____ Zip _____

Supervisor _____ Phone _____

Job Title & Duties _____

Starting Pay _____ Ending Pay _____

Reason for Leaving _____

- Have you ever been convicted of a crime? Y / N

If yes, please explain on a separate piece of paper. (You may omit minor traffic violations, and for California residents, any marijuana convictions more than 2 years old. Existence of a criminal record does not constitute an automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)



Dates Employed: from _____ to _____ FT / PT

Employer _____ May we contact? Y / N

Address _____

City _____ State _____ Zip _____

Supervisor _____ Phone _____

Job Title & Duties _____

Starting Pay _____ Ending Pay _____

Reason for Leaving _____

new & recycled fashion

Dates Employed: from _____ to _____ FT / PT

Employer _____ May we contact? Y / N

Address _____

City _____ State _____ Zip _____

Supervisor _____ Phone _____

Job Title & Duties _____

Starting Pay _____ Ending Pay _____

Reason for Leaving _____

Dates Employed: from _____ to _____ FT / PT

Employer _____ May we contact? Y / N

Address _____

City _____ State _____ Zip _____

Supervisor _____ Phone _____

Job Title & Duties _____

Starting Pay _____ Ending Pay _____

Reason for Leaving _____

- Have you reviewed and do you understand the job description and requirements of the position for which you are applying? Y / N

I hereby certify that my answers to the questions on this application are true and correct and that no pertinent omissions or false representations of any kind whatsoever have been made. I also understand that if I am employed, any false, misleading or incorrect statements made herein or on any subsequent forms that I may complete or submit or during any interviews will result in my immediate dismissal.

If employed by Buffalo Exchange, I agree to abide by all policies and regulations of the company, I understand that drug and alcohol tests, when given in accordance with company policy, are a condition of employment and that refusal to take such said tests will be grounds for immediate discharge. I understand that, if employed by Buffalo Exchange, my employment is "at will", and that my employment is for no definite period and may be terminated by myself or Buffalo Exchange at any time for any reason or for no reason at all with or without prior notice.

I hereby authorize Buffalo Exchange, LTD. to investigate my employment history, my credit history, my educational credentials, my driving record, my qualifications, and any other pertinent information presented by me to Buffalo Exchange **unless I have indicated otherwise** by contacting any companies and/or individuals it deems appropriate; and I hereby give full consent for said individuals and companies to communicate any and all information necessary for the satisfaction of this investigation, and in doing so, waive my right to bring any cause of action against same for defamation, invasion of privacy, or any other reason of their compliance with this consent.

NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE STATEMENT ABOVE.

SIGNATURE _____

DATE _____

about us

We believe what Buffalo Exchange does—the recycling & re-using of fashion—contributes to making the world better.

We believe in hard work, integrity, respect for individuals and the necessity of individuals taking full responsibility for their actions and decisions.

Buffalo Exchange believes that work should be a joyous part of living—an extension of the person—and a path toward self-exploration & self-realization.

BUFFALO EXCHANGE IS AN EQUAL OPPORTUNITY EMPLOYER.
We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

we offer

- Health, Dental & Vision Insurance
- Profit-based Bonuses
- 401(k) Retirement Program
- Paid Time Off
- Career Advancement
- Extensive Training
- Merchandise Discount