



**LEGGETT
TOWN & COUNTRY**
335 Mount Cross Road | Danville VA, 24540
434-797-9300 | www.LTC2.com

Date Employed:	Hourly Rate/Salary:
Department:	Associate #:
Job Title:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First Middle Initial

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Notify in Case of Emergency: _____ Phone: _____

Date Available to begin Work: _____ Desired Salary: \$ _____

Position Applied for: _____

Hours Available:

Monday: - Thursday: -
 Tuesday: - Friday: -
 Wednesday: - Saturday: -

Preferred Hours:

Full Time:
 Part Time:
 Seasonal:

Are you a citizen of the United States? Yes No If no, are you authorized to work in the US? Yes No

Are you under the age of 18? Yes No

Have you ever worked for Leggett Town and Country before? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

List any friends or family that are/were employed with us: _____

Were you referred to us? If so, by whom? _____

Have you worked at another retail establishment? If so, where? _____

What type of sales experience have you had, if any? _____

Please check any of the following that you are proficient in:

Calculator Typing Skills Microsoft Office Google Workspace A Previous POS System

List any Microsoft Office or Google Workspace programs you are proficient in:

Education

High School: _____ From: _____ To: _____

Did you graduate? Yes No Diploma: _____

College: _____ From: _____ To: _____

Did you graduate? Yes No Degree: _____

Other: _____ From: _____ To: _____

Did you graduate? Yes No Degree: _____

References

Please List three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Supervisor: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

Yes No

Company: _____ Phone: _____

Address: _____

Supervisor: _____

Responsibilities: _____

From: _____ To: _____

May we contact your previous supervisor for a reference?

Reason for Leaving: _____

Yes No

Company: _____ Phone: _____

Address: _____

Supervisor: _____

Responsibilities: _____

From: _____ To: _____

May we contact your previous supervisor for a reference?

Reason for Leaving: _____

Yes No

Leggett Town and Country Associate Job Requirements

Leggett Town and Country associates are required to do the following:

- Lift up to 50 lbs. of weight
- Communicate positively with customers, fellow associates, and management
- Make shopping at Leggett Town and Country a pleasant experience for customers by greeting them, sharing sales information, and using suggestive selling techniques
- Adhere to Leggett Town and Country's dress code and keep proper hygiene
- Maintain professional conduct at all times
- Willingly accept tasks and instructions directed by management
- Adhere to scheduled work hours and meal breaks
- Posses the ability to be trained in the following:
 - Cash register operations
 - Accurate handling of register transactions
 - Calculator
 - Knowledge of store products
 - Inventory and stock control
 - Safety measures directed by store management

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Additionally, there is a 30 day probational period where an employee can be terminated due to performance or fit within the company.

Signature: _____ Date: _____