



**LEGGETT  
TOWN & COUNTRY**  
335 Mt. Cross Road • Danville, VA 24540  
434797.9300 • www.LTC2.com

|                                    |                                    |
|------------------------------------|------------------------------------|
| Date Employed                      | Hrly Rate/Sal                      |
| Dept.                              | Assoc. #                           |
| Job Title:                         |                                    |
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Extra     | <input type="checkbox"/> Seasonal  |

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Notify in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Type of work Desired: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_

Hours Available to Work: \_\_\_\_\_ Hours Not Available to Work: \_\_\_\_\_

Indicate Hours Preferred:  Full Time  Part Time  Extra  Seasonal

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  Are you under the age of 18? Yes  No

If yes, explain: \_\_\_\_\_

List friends or relative in our employment: \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

Have you ever worked for a related company? If so, where? \_\_\_\_\_

Dates (from-to): \_\_\_\_\_ Indicate selling experience if applying for a selling job: \_\_\_\_\_

Type of Merchandise sold: \_\_\_\_\_

Please indicate the office equipment, skills, and/or business software with which you are proficient. Check all that apply:

PC  Macintosh  Typing skills  Calculator  other (list) \_\_\_\_\_

Microsoft Office programs (list): \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

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: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### 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.*

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

### Leggett Town and Country – Associate Job Requirements

- **The physical ability to lift up to 50 pounds of weight**
- **The ability to communicate positively with customers, fellow associates, and management**
- **The ability to approach/greet and utilize suggestive selling techniques, and make shopping at Leggett Town and Country a pleasant experience for all customers**
- **Adhere to the professional dress code appearance and hygiene set forth by management**
- **Maintain professional conduct at all times**
- **Possess 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**
  - **Know and understand safety measures initiated by store management**
- **Willingly accept tasks and instructions directed by management**
- **Adhere to scheduled hours of work and meal breaks**

**I have received and understood the above:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_