

# **ATTENTION: READ THIS BEFORE YOU APPLY!!**

## ***So you think you want to join our Team?***

We are a TOPGRADING company. We run on the Entrepreneurial Operating system (EOS).

You are encouraged to research what this means.

**A Final step in the hiring process is for candidates to arrange personal reference calls with former supervisors and others we choose.**

### **Our Team Members demonstrate daily that they:**

- Have a high sense of Urgency / Energy
- Are Self-Motivated
- Have a Positive Attitude
- Have a Desire to Help ALL People

### **And-**

- Like the idea of meeting lots of people and asking questions to help them
- Are known by your friends as a good listener
- Are looking for a long-term position, 3 years or more
- Like to learn new things
- Want to be held accountable and have a personal scorecard

### **We offer...**

- A Real World Masters In Business education (Sales, Marketing, Accounting, Team Building)
- A fun and friendly team that is willing to help you every step of the way
- A minimum of 16 hours a week - maximum of 40
- Long term stable employment free of drama and politics
- Variety each and every day, you'll never get bored or stop moving
- A Team of fun loving, hardworking people who enjoy helping each other

### **You will need...**

Basic math skills

Muscles to lift 50# repeatedly – think copy paper boxes

Lots of smiles and laughter!!!!

***If this sounds like a good fit for you, please fill out the application on the other side and we will get the process started!!!***



**Jerrold's**

Return the completed form in person to

# Jerrol's

## Topgrading Career History Form

This information will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by federal, state or local law.

**You will be asked to set up phone calls for us with 2-3 people from your past that we choose from your application and interview.**

Last name	First	Middle	Date	
Home address	City	State	Zip Code	Area code + telephone no. (    )
Email				

**Position you are applying for:**

- |  |                                      |  |  |
|--|--------------------------------------|--|--|
| <input type="checkbox"/> Frontline / Sales | <input type="checkbox"/> Receiving   | <input type="checkbox"/> Delivery Driver | <input type="checkbox"/> Outside Sales |
| <input type="checkbox"/> Sales             | <input type="checkbox"/> Stock Clerk | <input type="checkbox"/> Management      | <input type="checkbox"/> Data Entry    |
| <input type="checkbox"/> Buyer             | <input type="checkbox"/> Janitorial  | <input type="checkbox"/> Maintenance     | <input type="checkbox"/> Bookkeeping   |

Are you/will you be enrolled in school? \_\_\_\_\_ If so which one? \_\_\_\_\_

How many years do you intend to be in Ellensburg? \_\_\_\_\_

Preferred number of Weekly Hours \_\_\_\_\_ Available Weekends? \_\_\_\_\_

Referred By: \_\_\_\_\_

**I. Business Experience: (please start with your present or most recent position)**

A. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Employed from \_\_\_\_\_ To \_\_\_\_\_

Title \_\_\_\_\_ Did you receive a raise? If so, why? \_\_\_\_\_

Supervisory responsibility \_\_\_\_\_ Name & title of immediate supervisor \_\_\_\_\_

What (do) (did) you like most about your job? \_\_\_\_\_

What (do) (did) you least enjoy? \_\_\_\_\_

Reasons for leaving or desiring to change \_\_\_\_\_

B. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Employed from \_\_\_\_\_ To \_\_\_\_\_

Title \_\_\_\_\_ Did you receive a raise? If so, why? \_\_\_\_\_

Supervisory responsibility \_\_\_\_\_ Name & title of immediate supervisor \_\_\_\_\_

What (do) (did) you like most about your job? \_\_\_\_\_

What (do) (did) you least enjoy? \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

C. Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Kind of business \_\_\_\_\_ Employed from \_\_\_\_\_ To \_\_\_\_\_

Title \_\_\_\_\_ Did you receive a raise? If so, why? \_\_\_\_\_

Supervisory responsibility \_\_\_\_\_ Name & title of immediate supervisor \_\_\_\_\_

What (do) (did) you like most about your job? \_\_\_\_\_

What (do) (did) you least enjoy? \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

**Other positions held:**

	A. Company	A. Your title	Date (mo/yr)	A. Type of work
	B. City	B. Name of supervisor	A. Began B. Left	B. Reason for leaving
D. A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
E. A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
F. A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
G. A.	_____	_____	_____	_____
B.	_____	_____	_____	_____

Indicate by letter any of the above you do not wish contacted \_\_\_\_\_

**II. Military Experience:**

If in service, indicate branch \_\_\_\_\_ Date (mo/yr) entered \_\_\_\_\_ Date (mo/yr) discharged \_\_\_\_\_

Nature of duties \_\_\_\_\_

Highest rank or grade \_\_\_\_\_ Terminal rank or grade \_\_\_\_\_

**III. Education:**

High School: 9 10 11 12 College/Graduate School: 1 2 3 4 5 6 7 8 (Circle highest grade completed)

A. High School

Name of High School \_\_\_\_\_ Location \_\_\_\_\_

Approximate number in graduating class \_\_\_\_\_ Rank from top \_\_\_\_\_

Final grade point average (GPA) \_\_\_\_\_

Extracurricular activities \_\_\_\_\_

Offices, honors/awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

# College/Graduate School

Name and location	Dates		Degree	Major	Grade Point Average	Total credit hours	Extracurricular activities, honors, & awards
	From	To					

What undergraduate courses did you like most? Why? \_\_\_\_\_

What undergraduate courses did you like least? Why? \_\_\_\_\_

How was your education financed? \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

Other courses, seminars, or studies \_\_\_\_\_

## IV. Activities:

Membership in professional or job-relevant organizations (You may exclude groups that indicate race, color, religion, national origin, disability, or other protected status.) \_\_\_\_\_

Publications, patents, inventions, professional licenses, or additional special honors or awards \_\_\_\_\_

**COMMUNICATION IS CRUCIAL TO SUCCESS. AS SUCH IT IS IMPORTANT THAT OUR CANDIDATES HAVE CLEAR AND CONCISE WRITING SKILLS. WE ASK THAT EVERY CANDIDATE HANDWRITE A BRIEF RESPONSE TO THESE QUESTIONS:**

**WHAT QUALIFICATIONS, ABILITIES, AND STRONG POINTS WILL HELP YOU SUCCEED IN THIS JOB?**

**WHAT ARE YOUR WEAK POINTS AND AREAS FOR IMPROVEMENT?**

**VI. Other:**

Do you have the legal right to work for any employer in the United States? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes \_\_\_\_ No \_\_\_\_

If so, explain \_\_\_\_\_

**I certify that the answers given in this Topgrading Career History Form are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this form as may be necessary for reaching an employment decision.**

**In the event I am employed, I understand that any false or misleading information I knowingly provided in my Career History Form or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.**

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Signature

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Date

**-Below is for Jerrol's Use-**

Team \_\_\_\_\_ Date \_\_\_\_\_

Ur \_\_\_ Ey \_\_\_ Vo \_\_\_\_\_

Comments \_\_\_\_\_

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