

For Two Bostons Use

Date Application Received:

Received By:

## ***Two Bostons--Application for Store Manager***

**\*\* Please note that all items must be completed to be considered for employment at Two Bostons**

**\*\* Please note that applications are only accepted in person at a Two Bostons Store**

### **Personal Information**

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

First

Middle

Last

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

Position/Responsibility Desired: \_\_\_\_\_

Desired Salary Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Preferred Store Location: Downtown Naperville \_\_\_\_\_ Naperville Springbrook (75<sup>th</sup> and 59) \_\_\_\_\_  
Burr Ridge \_\_\_\_\_ Wheaton \_\_\_\_\_ Geneva \_\_\_\_\_

Would you want to be considered for employment at all locations? \_\_\_\_\_

### **Work Eligibility**

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you 17 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_

How did you hear about Two Bostons?

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## Availability

Day of the Week	From	To	Notes?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Desired Schedule – (Your Ideal Schedule) – Please note that this may not be possible and that all team members work at least 1 weekend day each week.

Day of the Week	From	To	Notes?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

You will be expected to work holidays as Two Bostons is a retail store. Are there any holiday you are NOT able to work? \_\_\_\_\_

When will you be available to begin work? \_\_\_\_/\_\_\_\_ (Month/Year)

## Education

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Years Completed: \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_

Did You Graduate? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Ongoing Education/Classes (personal or professional):

\_\_\_\_\_

\_\_\_\_\_

**Other Information**

**Tell us about your pets, past and present. What did they like and what did/do you do together?**

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**Why do you want be a part of / lead the the team at Two Bostons?**

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**What skills do you possess that would be beneficial to the team and raise us all to the next level of success?**

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**What are your 5-10 year goals and how does being a part of the Team at Two Bostons help you achieve these goals?**

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## Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

### Position #1

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### Position #2

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### Position #3

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Management References – Former Team Members

Please provide information regarding three individuals who you have managed.

### Person #1

Contact Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Contact's Role: \_\_\_\_\_

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

May we contact this Team Member? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

### Person #2

Contact Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Contact's Role: \_\_\_\_\_

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

May we contact this Team Member? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

### Person #3

Contact Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Contact's Role: \_\_\_\_\_

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

May we contact this Team Member? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

**Conditions of Employment**

Two Bostons sets high standards for its Team Members, and compliance is a condition of employment. If you are offered a position with Two Bostons, you need to carefully consider what is required before you accept. As a Team Member, you must do everything you can to satisfy our external and internal customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Must be able to perform essential functions of the job
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work
- Ability to carry pet supplies with a weight up to 35 lbs.
- Ability to handle customer complaints and make decisions independently.

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain: \_\_\_\_\_

Two Bostons is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Agreement of the Transfer of Information**

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Two Bostons retains the same rights. No Two Bostons representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

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

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_