

# Hall of Frames®

## Application for Employment

PERSONAL INFORMATION:

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

Position for which you are applying: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial                                      (Former / Maiden Name)

\_\_\_\_\_  
Street Address                                      City                                      State                                      Zip Code

\_\_\_\_\_  
Contact Phone Number(s)                                      Contact E-Mail Address

Can you provide verification of your eligibility to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No

### EDUCATION AND TRAINING

College, University, Trade or Business Schools	City, State of Campus	Degree/Diploma Attained/ Hours Earned	Major Area of Study

Proof of your degree may be required upon hire.

Other Training, including Military:

Name and Location of Institution	Topic of Training	Diploma/Certificate

### EMPLOYMENT HISTORY

Have you ever been dismissed or allowed to resign in lieu of dismissal from a position for misconduct or unsatisfactory service?  Yes  No If yes, describe the circumstances even if you did not agree with your employer's decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List all employers for the past ten (10) years beginning with the **most recent first**. Account for all time employed, including self-employment. If you need additional space, please use back page.

<b>Hours Per Week</b>		
<b>Dates Worked</b>	From (Mo/Yr)	To (Mo/Yr)
<b>EMPLOYER</b>	<b>SALARY</b>	<b>OTHER</b>
Company Name:	Starting: Ending: Per week, month year	Position:
Address:	Duties:	Supervisor's Name:
Company Phone Number:		Reason for Leaving:

If presently employed, may we contact your employer?  Yes  No

<b>Hours Per Week</b>		
<b>Dates Worked</b>	From (Mo/Yr)	To (Mo/Yr)
<b>EMPLOYER</b>	<b>SALARY</b>	<b>OTHER</b>
Company Name:	Starting: Ending: Per week, month year	Position:
Address:	Duties:	Supervisor's Name:
Company Phone Number:		Reason for Leaving:

<b>Hours Per Week</b>		
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<b>Hours Per Week</b>		
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<b>EMPLOYER</b>	<b>SALARY</b>	<b>OTHER</b>
Company Name:	Starting: Ending: Per week, month year	Position:
Address:	Duties:	Supervisor's Name:
Company Phone Number:		Reason for Leaving:

**GENERAL:**

Job Related Skills (framing, retail, customer service, computer experience, etc):

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Craftsperson and power tool experience:

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Why would you like to work at USA Hall of Frames, Inc.?

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Describe any experiences you have had which you think might be helpful in picture framing:

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Picture framing requires high levels of concentration, accuracy and attention to detail, as well as the ability to work under a deadline, problem solve and act as a team member. Please relate any experiences you have had that would lend themselves to becoming a successful picture framer:

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Are you good at math? \_\_\_\_\_ Are you mechanically inclined? \_\_\_\_\_ Are you creative? \_\_\_\_\_

Are you good at problem solving? \_\_\_\_\_ Can you work without supervisor? \_\_\_\_\_

Can you follow instructions even if you disagree with them? \_\_\_\_\_

Do you like to work with the public? \_\_\_\_\_ Are you interested in management opportunities? \_\_\_\_\_

Do you have adequate transportation and/or transportation arrangement to get to and from work?  Yes  No

Do you have restriction as to what days or hour per day you can work?  Yes  No

If yes, what are your restrictions: \_\_\_\_\_

Have you ever applied to Hall of Frames/Paradise Picture Frame before?  Yes  No When? \_\_\_\_\_

Have you ever worked for Hall of Frames/Paradise Picture Frame before?  Yes  No When? \_\_\_\_\_

## Conditions of Consideration For Employment

All information contained on the application is subject to verification. If applicable, Hall of Frames may conduct background checks including, but not limited to, work references, criminal conviction records and educational attainment.

You may be subjected to a criminal background investigation for some positions. All offers of employment and continued employment may be subject to a complete review of any criminal convictions you may have. Your failure to make a full and accurate disclosure of any prior conviction(s), or to answer the questions fully and accurately, may result in immediate termination from employment or the rejection of any pending application or offer from Hall of Frames.

## Criminal Background Information

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY. "Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while under the influence of intoxicating liquor ("DUI") or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked or refused license or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). "Crime" does not include minor (civil) traffic offenses. If you are not sure how to answer these questions, please ask a member of management for assistance.

"Convicted" means you have been found guilty of a crime by a court or jury, or have pleaded guilty or nolo contendere ("no contest") to a crime and have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

**A criminal conviction(s) may or may not constitute an automatic disqualification for employment.**

Have you ever been convicted of any crime? Answer by writing "Yes" or "No" \_\_\_\_\_  
If you have answered "yes" to this question, please give the details of offense(s) for which convicted, date(s) of conviction(s), jurisdiction(s) (court, city, county, state, federal, foreign or military), and disposition(s) on the "Criminal Conviction History Supplement" at the end of the application. Exclude tickets for minor traffic and parking violations.

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsifications may cause forfeiture on my part of all eligibility to any employment with Hall of Frames and may be cause for rejection of this application or dismissal from employment. In addition, I give the Hall of Frames the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency, individual or educational institution assisting the company in providing relevant, job related information that will assist in the process.

My signature below certifies that I have read and understand this application and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Persons with a disability may request a reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodation.

### CRIMINAL CONVICTION HISTORY SUPPLEMENT

If you have ever been convicted of any crime, please give the details of the offense(s) for which convicted, date(s) of conviction(s), jurisdiction(s) (court, city, county, state, federal, foreign, military), and disposition(s). Please see page 1 for definition of "crimes."

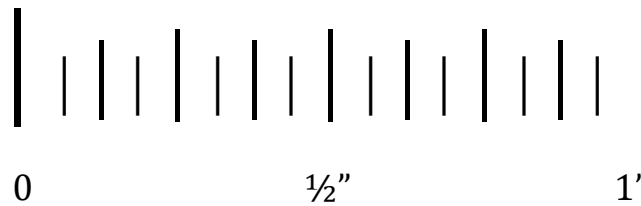
DATE	CONVICTION	MISDEMEANOR OR FELONY	DISPOSITION	LAW ENFORCEMENT AGENCY	CITY/ STATE/ COUNTY	OTHER FEDERAL, FOREIGN MILITARY

Accuracy in measurement is a crucial function in picture framing. Store management, salespersons, designers, picture framers and warehouse staff all use math daily on the job.

The math test is optional for office / clerical applicants.

**Please, answer the following:**

**Please label all fractional marks on the following ruler:**



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**Compute the following equations:**

**Add:**

$$\begin{array}{r} 11 \frac{9}{16} \\ + 21 \frac{5}{8} \\ \hline \end{array}$$

$$\begin{array}{r} 2 \frac{1}{4} \\ 4 \frac{3}{4} \\ 1 \frac{1}{8} \\ 4 \frac{3}{4} \\ + 2 \frac{1}{4} \\ \hline \end{array}$$

**Divide:**

$$\frac{16 \frac{7}{8}}{2} =$$

$$\frac{\frac{3}{4}}{4} =$$

**Multiply**

$$3 \frac{7}{8} \times 2 =$$

$$1 \frac{1}{2} \times 3 =$$

# This Organization Participates in E-Verify

# Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

## **E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

## **E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**

**[dhs.gov/e-verify](https://dhs.gov/e-verify)**



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