

# Jlevi StreetWerks, LLC

Employment Application Form

Please fill out and fax to 1.888.JLEVISW or email to [info@jlevisw.com](mailto:info@jlevisw.com)

## Personal Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Have you ever been convicted of or pleaded no contest to a felony?  Yes  No

If so, Please Explain: \_\_\_\_\_

## Availability

Monday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

Tuesday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

Wednesday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

Thursday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

Friday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

Saturday:  Not Available  Available from: \_\_\_\_\_ to \_\_\_\_\_

What date are you available to start work? \_\_/\_\_/\_\_\_\_

## Education

Name Of School - Degree/Diploma - Graduation Date

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

Skills and Qualifications: (Licenses, Skills, Training)

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

## Qualification:

Years spent in the retail/e-Commerce industry: \_\_\_\_\_

Years of Quickbooks Experience/Version: \_\_\_\_\_

Please explain your book-keeping & administration background, with areas of expertise:

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

Do you have any experience with drop-shipping & inventory management?  Yes  No

If so, please explain: \_\_\_\_\_

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

How comfortable and effective do you feel you are on the telephone?

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I have skills in the following computer programs (Check all that apply):

- Microsoft Excel    Adobe Acrobat    Mozilla Thunderbird    FedEx Ship Manager  
 Quickbooks Premier    Endicia Dazzle    Atandra T-HUB

What do you feel qualifies you for this position, both in terms of your administration & book keeping experience, your order operations and clerical experience, and your specific knowledge of the retail industry?

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**Employment History**

**Present Or Last Position**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

**Position Title:** \_\_\_\_\_ **From:** \_\_/\_\_/\_\_ **To:** \_\_/\_\_/\_\_

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

**Salary:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Previous Position**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

**Position Title:** \_\_\_\_\_ **From:** \_\_/\_\_/\_\_ **To:** \_\_/\_\_/\_\_

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

**Salary:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**May We Contact Your Present Employer?**  Yes  No

**References:**

**Name/Title & Phone**

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I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_