



APPLICATION FOR EMPLOYMENT

Toy Factory, LLC. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)

Name Last First Middle Email Address

Other names you are known by _____ Are you less than 18 years of age? Yes ___ No ___ (Toy Factory is required to comply with federal, state, or provincial law.)

U.S. Applicant Only:

Are you legally eligible for employment in the U.S.? Yes ___ No ___
(All new hires will be required to provide proof of eligibility to work in the U.S.)

Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___

If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.

Present Address Street City State/Province Zip Code/Postal Code

Permanent Address Street City State/Province Zip Code/Postal Code

Phone Number Daytime Evening Referred By

EMPLOYMENT DESIRED (if you are applying for a hourly position, please keep in mind that the availability of hours may vary.)

Position Location/Department Salary Desired Date You Can Start

Specify hours available for each day of the week Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you able to work overtime? _____
Have you ever worked for Toy Factory, LLC.? _____ If yes, when? _____ Which location/department? _____

EDUCATION

Name and Address of School

Circle Last
Years Completed

Did You
Graduate?

Subjects Studied and
Degrees Received

High School

1 2 3 4

Y N

College

1 2 3 4

Y N

Post College

1 2 3 4

Y N

Trade, Business, or
Correspondence School

1 2 3 4

Y N

List skills relevant to the position applied for _____

SKILLS For Office/Administrative positions only

Typing WPM: _____

10-Key: ☐ Yes ☐ No

Computer Proficiency: ☐ Word for Windows

☐ Excel

☐ Others: _____

Have you ever worked with toys or in the toy industry before? Describe your experience. _____

What do you like about toys? _____

Why would you like to work for Toy Factory, LLC.? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

| | | | | |
|-------------------|--|---|----------|--------------------|
| From | Current Employer (Name and Address of Employer - Type of Business) | Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____ | Position | Reason For Leaving |
| To | | | | |
| Duties Performed | | | | |
| Supervisor's Name | | Phone Number | | May we Contact? |

| | | | | |
|-------------------|---|---|----------|--------------------|
| From | Previous Employer (Name and Address of Employer - Type of Business) | Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____ | Position | Reason For Leaving |
| To | | | | |
| Duties Performed | | | | |
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| To | | | | |
| Duties Performed | | | | |
| Supervisor's Name | | Phone Number | | May we Contact? |

REFERENCES

Give below the names of three professional references, whom you have known at least one year.

| Name | Address & Phone Number | Business | Years Acquainted How Do You Know This Person? |
|------|------------------------|----------|--|
| | | | |
| | | | |
| | | | |

I hereby authorize Toy factory, LLC. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Toy Factory, LLC. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of toy Factory, LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Toy Factory, LLC. to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Toy Factory, LLC. at any time without prior notice for any reason. CALIFORNIA APPLICANTS ONLY: Applicant may omit convictions for the possession of marijuana (except for convictions for the possessions of marijuana on school grounds or possession of concentrated cannabis) that are more than two (2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.**

DATE _____ SIGNATURE _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.