



MAXWELL & MOLLY'S CLOSET
 PREMIUM NUTRITION & PERSONALIZED CARE
 Sparta • Hamburg

EMPLOYMENT APPLICATION

POSITION & SCHEDULE

Position applied for	Earliest available start date
Employment sought ☐ Full-time ☐ Part-time ☐ Either	Preferred location ☐ Sparta ☐ Hamburg ☐ Either
Approximate hours desired per week	How did you hear about us? ☐ Store ☐ Website ☐ Social media ☐ Referral ☐ Other
If referred, employee/customer's name	Have you worked for Maxwell & Molly's before? If yes, list dates and position.

APPLICANT INFORMATION	
Legal name (First / Middle / Last)	Today's date
Street address	Email address
City	State
Zip	Phone

Pet nutrition knowledge is a plus; an eagerness to learn, strong customer care and dependable follow-through are essential.



ELIGIBILITY & ESSENTIAL REQUIREMENTS

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you at least 18 years old? If no, can you provide required working papers?
☐ Yes ☐ No ☐ Yes ☐ No

Do you have a reliable way to report to your assigned store and scheduled shifts? ☐ Yes ☐ No

Can you perform the essential functions of the position, with or without reasonable accommodation?
☐ Yes ☐ No

The role includes customer service, computer/email and store-system use, standing and walking, stocking shelves, maintaining displays, and routine light-to-moderate lifting.

Initials: _____

EXPERIENCE & QUALIFICATIONS

1. Why are you interested in joining Maxwell & Molly's, and what customer-service or retail experience would you bring?

2. Describe any pet nutrition, pet retail, animal care or other pet-related experience. If none, tell us why you are interested in learning.

3. Describe your experience using computers, email, point-of-sale, inventory or other workplace systems.

4. Give an example that demonstrates attention to detail, dependability or follow-through.



WORK HISTORY

List your two most recent employers, beginning with the most recent. Do not provide previous salary or wage information. You may attach a resume for additional history.

EMPLOYER 1		
Company name	City / State	
Position / Title	Start date (MM/YYYY)	End date (MM/YYYY)
Supervisor name / Title	Phone	May we contact? ☐ Yes ☐ No
Reason for leaving	Primary responsibilities / accomplishments	

EMPLOYER 2		
Company name	City / State	
Position / Title	Start date (MM/YYYY)	End date (MM/YYYY)
Supervisor name / Title	Phone	May we contact? ☐ Yes ☐ No
Reason for leaving	Primary responsibilities / accomplishments	

EDUCATION & TRAINING

Please provide your education, relevant training, certifications and other skills that may be helpful in this position.

Highest level of education completed	School name and city/state
Degree, diploma or area of study (if applicable)	Relevant courses, certifications or training
Other skills, languages or experience relevant to this position	



WEEKLY AVAILABILITY

Day	Earliest start	Latest end	Unavailable
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please check to confirm the following:

- ☐ I am available to work at least one weekend day.
- ☐ I am available for some evening shifts. (Until 7pm)

List any recurring commitments, planned absences or scheduling limitations:

PROFESSIONAL REFERENCES

List two professional references who are not relatives. Include a former supervisor when possible.

Name	Relationship / Company	Phone	Email



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APPLICANT CERTIFICATION & AUTHORIZATION

I certify that the information provided in this application and any accompanying materials is true, complete and accurate to the best of my knowledge. I understand that any material misrepresentation or omission may result in the withdrawal of an employment offer or termination of employment.

I authorize Maxwell & Molly's Closet to verify the information provided and to contact the employers, schools and references listed in this application, except where I have indicated otherwise. I authorize those persons and organizations to provide relevant information and release them and Maxwell & Molly's Closet from liability for providing or receiving such information, to the extent permitted by law.

I understand that this application is not an offer or contract of employment. If hired, my employment will be at will, meaning that either I or Maxwell & Molly's Closet may end the employment relationship at any time, with or without cause or notice, subject to applicable law. No oral or written statement can alter at-will employment unless it is contained in a written agreement signed by an authorized owner of Maxwell & Molly's Closet.

If hired, I understand that I must provide documentation establishing my identity and authorization to work in the United States, as required by law.

Applicant Print Name	Applicant Signature	Date

Equal Opportunity and Accommodation Notice: Maxwell & Molly's Closet is an equal opportunity employer. Employment decisions are based on qualifications and business needs without regard to any characteristic protected by applicable law. Reasonable accommodations are available to qualified applicants. Please speak with a manager if you need accommodation during the application process.

FOR MAXWELL & MOLLY'S USE ONLY

Interview date	Interviewer	Store	Position
Decision ☐ Hire ☐ Hold ☐ Decline	Start date	Starting rate	Approved by
Notes			