

APPLICATION FOR EMPLOYMENT

Ta Lin, Inc. 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 (PLEASE PRINT)

PERSONAL INFORMATION			
Last name	First name	Social Security No:	Today's Date (M/D/Y)
Other names you are know by:		Are you less than 18 years of age? ☐ Yes ☐ No	
Are you legally eligible for employment in the U.S. ? ☐ Yes ☐ No (Proof of U.S. citizenship or immigration status will be required if hired for a position in the U.S.)		Have you been convicted of a felony 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		City	State Zip Code
Permanent Address		City	State Zip Code
Phone Number	Daytime	Evening	Referred By

EMPLOYMENT DESIRED								
(If you are applying for a retail hourly position, please keep in mind that 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 Ta Lin, Inc.? _____ If yes, when? _____ Which Department?								

EDUCATION						
	Name and Address of School	Circle Last Years of Completed	Did You Graduate ?	Subject 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						
Computer Proficiency ☐ Windows ☐ Word ☐ Excel ☐ Others (please list)						

Have you ever visited Ta Lin Supermarket? Describe your experience.
Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?
Why would you like to work for Ta Lin Supermarket?

FORMER EMPLOYERS

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

1.	From	Name and Address of Employer – Type of Business	Salary or Hourly	Position	Reason for Leaving
	To		Starting: _____ Ending: _____		
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	
2.	From	Name and Address of Employer – Type of Business	Salary or Hourly	Position	Reason for Leaving
	To		Starting: _____ Ending: _____		
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	
3.	From	Name and Address of Employer – Type of Business	Salary or Hourly	Position	Reason for Leaving
	To		Starting: _____ Ending: _____		
	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?
1.			
2.			
3.			

I hereby authorize Ta Lin, Inc. to thoroughly investigate my background, references, employment records, and other matters related to my suitability for employment. I authorize all persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Ta Lin, Inc. 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 Ta Lin, Inc. 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 Ta Lin Supermarket 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 Ta Lin, Inc. at any time without prior notice for any reason.

Date _____ Signature _____

Please submit this application at your nearest store location.
Otherwise, please send to:
Ta Lin Supermarket
230 Louisiana Blvd. SE
Albuquerque, NM 87108

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