



## employment application

To apply by fax or mail, please print this form,  
fill out and send to either Oakland or Sacramento.

Copenhagen Furniture Warehouse Showroom  
6425 San Leandro Street  
Oakland, California 94621

Fax: 510.777.1717

Copenhagen Furniture Warehouse Showroom  
5252 Auburn Boulevard  
Sacramento, California 95841

Fax: 916.332.2200

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### **APPLICATION FOR EMPLOYMENT**

Please use pen and print clearly.

Check one or more Copenhagen careers you are applying for:

*Sales, Sales Management and Customer Service positions require a work schedule that includes weekdays, Saturdays, Sundays and holidays. Your hours will vary and be scheduled sometime Monday-Sunday between 9:30 AM and 6:30 PM.*

- SALES
- SALES MANAGEMENT

Administration positions require variable hours that will be scheduled sometime between 8 a.m. and 7 p.m., Monday-Friday.

- ADMINISTRATION

- CLERICAL
- CUSTOMER SERVICE
- HUMAN RESOURCES

Warehouse, Delivery, Assembly/Detailing and Repair positions require a work schedule that includes weekdays, Saturdays, Sundays and holidays. Your hours will vary and be scheduled sometime Monday-Saturday between 7:00 a.m. and 7:00 p.m., and Sundays/holidays between 11 a.m. and 6:00 p.m.

- WAREHOUSING
- DRIVER
- HELPER
- ASSEMBLER
- FINISHER
- SHIPPING/RECEIVING

Do you want to work:  Part time  Full time

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home phone number: \_\_\_\_\_

How long at the above address: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you ever applied for employment with us before: \_\_\_\_\_

Are you over 25 years old? \_\_\_\_\_ If not, how old: \_\_\_\_\_

How did you find out about career opportunities at Copenhagen?

\_\_\_\_\_

**Education:**

Name of high school attended: \_\_\_\_\_

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

Did you graduate? \_\_\_\_\_

Name of college attended: \_\_\_\_\_

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

Number of years attended: \_\_\_\_\_

Majors: \_\_\_\_\_

Grade point average: \_\_\_\_\_

Did you graduate: \_\_\_\_\_

Other education or training:

**References:**

Please list three persons other than relatives and former employers who have known you for at least three years who can speak about your general character.

Name: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

**Physical Information:**

Do you have any physical limitations or handicaps that may limit your ability to perform the position applied for? \_\_\_\_\_

If yes, what can be done to reasonably accommodate your limitations?

**Employment Experience/Work History:**

Start with your present or your last employer. If you need more space, use the back of this form. If summer or part-time work, please indicate.

May we request a reference from your present employer? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Starting date & Date of Leaving: \_\_\_\_\_

Starting pay & Pay at Leaving: \_\_\_\_\_

Your title & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Starting date & Date of Leaving: \_\_\_\_\_

Starting pay & Pay at Leaving: \_\_\_\_\_

Your title & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Starting date & Date of Leaving: \_\_\_\_\_

Starting pay & Pay at Leaving: \_\_\_\_\_

Your title & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Starting date & Date of Leaving: \_\_\_\_\_

Starting pay & Pay at Leaving: \_\_\_\_\_

Your title & Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Is this a complete list of your employment: \_\_\_\_\_

**Typing Speed:** \_\_\_\_\_ words per minute

**List any other experience or skills that relate to the position you want:**

*The following questions require at least a "yes" or "no" reply:*

**Convictions:**

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, give details.

(A conviction will not necessarily disqualify you from employment.)

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**Saturdays, Sundays, Holidays**

All positions (except Administration) require a work schedule that includes variable hours on weekdays, Saturdays, Sundays and holidays. Please review the scheduling hours the specific position you are applying for requires - *see top of this form.*

Are you able and willing to work such a schedule? \_\_\_\_\_

If not, list the days and hours you can work:

**Legal Status to Work:**

Can you, after employment, submit proof of your citizenship or legal right to work in the United States? \_\_\_\_\_

**Please read carefully, initial each paragraph, and sign below.**

\_\_\_\_\_ I hereby authorize the Company, its agents, representatives or affiliated companies (collectively "the Company") to investigate and verify all information provided by me on this application or in support of my efforts to

obtain employment with the Company. I hereby authorize any prior employer listed on this application and/or any educational entity listed on this application to disclose to the company any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers, and educational entities listed on this application and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I hereby certify all information provided by me on this employment application and all other information provided by me in the course of applying for employment at Copenhagen is truthful and accurate. I understand that if any information provided by me on this employment application or any other information provided by me in the course of applying for employment at Copenhagen if found to be false, untruthful or misleading, that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee of Copenhagen and at any time thereafter it is discovered than any information provided by me on this employment application or any other information provided by me in the course of applying for employment at Copenhagen is found to be false, untruthful or misleading, I will be subject to immediate termination from employment. Notwithstanding the above, I also understand that if I am offered and accept employment at Copenhagen, my employment will be employment "at will," which may be terminated by myself or by Copenhagen at any time with or without notice and with or without cause.

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