



# Employment Application



Putnam is an equal opportunity employer

*The Best Employer Between Manhattan & Montreal*

## Please Print

Name		Date
Street		City
State	Zip	Home/Cell Phone
Email		How did you find us?

## The Basics

How many hours per week do you wish to work?	When are you available to start working?
If part time, please specify available hours and days:	What are your salary requirements?
Do you have any other commitments that might affect your schedule with us?	

## About Us

**Our Mission is to provide the Best**



*To provide high quality food and wine products while giving the best service to our customers according to a world class standard.*

Thanks for taking the time to pick up this application! Working at Putnam Market and Putnam Wine is not like any other experience you might have had. We are stores stocked with people passionate about food and wine. Working at Putnam means making a serious commitment to learning about great food and wine. We give great service and strive to create an exceptional workplace.

We realize that not everybody feels as passionately about food and wine as we do. If this doesn't sound like your cup of tea, we wish you the best. However, if you share our passion then fill out this application and hand it in to Cathy, Gloria or William.

**You really can make a difference!**

### Putnam Market

431 Broadway  
Saratoga Springs, N.Y. 12866  
518.587.3663 fax: 518.587.1624  
www.putnammarket.com

### Putnam Wine

435 Broadway  
Saratoga Springs, N.Y. 12866  
518.583.9463 fax: 518.587.1624  
www.putnamwine.com

## Education

School	Name	Years Attended	Completed?	Degree/Major
High School				
College				
Grad School				
Other				

## Non-Work References

## Emergency Contact

Name/ Relationship	Phone	Name/ Relationship:
		Address:
		Phone:

## Other Information

Are you a US citizen? YES / NO If not, what type of Visa do you hold? \_\_\_\_\_

Are You at least 18 years of age? \_\_\_\_\_ If not, you must provide a work permit.

Have you ever been convicted of a criminal offence? YES / NO If yes, please provide details:

Date: \_\_\_\_\_ Place: \_\_\_\_\_ Nature: \_\_\_\_\_

*\*An affirmative answer will not automatically disqualify you as a candidate for employment*

Do you have a valid driving license?

## Experience

Please describe any food or wine experience you may have had, professional or otherwise.


## Computer Skills

Please mention the computer programs you are familiar with.


## Work History

Employer:	What were your duties?
Address:	
Telephone:	
Email:	
May we contact this employer? YES / NO	
Employed from: To:	Why did you decide to leave?
Supervisor:	
Job Title:	
Salary Start: Finish:	
Employer:	What were your duties?
Address:	
Telephone:	
Email:	
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Job Title:	
Salary Start: Finish:	

**Please answer the following questions:**

- 1** Putnam is a high-volume business with a work day that can be long and stress-filled. What makes you believe you can perform well and excel under these working conditions?
- 2** Putnam is a service-oriented business. What does good service mean to you?
- 3** Describe a real incident in which you were treated rudely as a customer. How would you have handled it differently if you had been in the other person's shoes?
- 4** If you have ever been a customer at Putnam Market or Wine, please describe what you enjoyed the most about your experience. What have you enjoyed the least?
- 5** What experience and knowledge do you expect to gain from working at Putnam?
- 6** When we check your references, what do you think your past employers will name as your greatest strength? What about your greatest weakness?
- 7** As a staff member, what do you expect from your managers and supervisors?

**Agreement**

I hereby affirm that the information provided on this application ( and accompanying resume, if any) is true to the best of my knowledge. I also agree that falsifying any information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself.

I authorize persons, schools, my previous and current employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision

Signature: \_\_\_\_\_ Date: \_\_\_\_\_