



www.kozy.com

Which store did you get this application?  
\_\_\_\_\_

# PLEASE READ FIRST

## Welcome to Kozy's Cyclery

### How We Hire

Our hiring process is designed to give everyone the fairest opportunity possible. Many people are interested in becoming part of an active, healthy and fun environment, so we carefully consider each application. Therefore, this is the reason our application may take more time than usual to complete.

Being part of our team may require you to perform any or all of the following tasks. Please take a moment to carefully review these duties to make sure you are willing to complete any or all of the following. Regardless of the position you may be hired for, your job description can include:

• **Being available to work at any of our locations at any time. Our locations include:**

**3712 N. Halsted (Northside)**

**811 S. DesPlaines (South Loop)**

**219 W. Erie (Near North)**

**3255 N. Milwaukee (Northwest)**

- Standing on your feet all day
- Lifting bicycles onto work stands/shelving
- Stocking & dusting merchandise
- Friendly attitude towards customers & fellow employees
- Understanding the importance of Customer Service
- Abiding by store's dress code (includes no facial piercing or jewelry)
- Working with computers & cash registers
- Driving vehicles to make deliveries or transfers
- Keeping busy
- Working with tools
- Loading & unloading heavy equipment
- Keeping store neat & clean
- Willing to always improve
- Selling merchandise & servicing customers
- Striving to reach company's goals
- Answering telephones
- Performing any other duties that are required

This job may require several interviews. Written and demonstration tests may also be required. If you feel you can fill our requirements, please sign below and fill out the attached application and return to us.

Thank you for visiting today & best of luck in your employment pursuits.

If you have read the above information & you can perform all of the duties listed, please

sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Leave completed application with the Store Manager or send to our offices at:

**Kozy's Cyclery, 3255 N Milwaukee, Chicago, IL 60618**

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

## PLEASE PRINT

**Positions include Sales, Mechanic, or Office**

Applied For: 1st Choice:	2nd Choice (Optional):	Date of Application: _____		
How did you hear about us:	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other
Last Name	First Name	Middle Name		
Address	City	State	Zip Code	
Telephone Number(s)	Email	Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before? (If Yes, give date \_\_\_\_\_)  Yes  No

Have you ever been employed with us before? (If Yes, give date \_\_\_\_\_)  Yes  No

Are you currently employed?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time

Are you currently on "Lay-off" status and subject to recall?  Yes  No

Do you have a valid Illinois Driver's License & are you able to drive?  Yes  No

Have you been convicted of a felony within the last 7 years? Conviction will not necessarily disqualify an applicant from employment. If Yes, Please explain:  Yes  No

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

Name/Location Of School	Years Attended	Did you Graduate?	Subject Studied/ Degree
Elementary/ Grade School:			
High School			
College			
Trade or Business			
Describe any specialized training, Apprenticeship, skills and extra- curricular activities			

Do you speak any foreign languages?  Yes  No If yes, please list languages:

Have you ever had any job-related training in the United States military?  Yes  No  
If yes, please describe:

Are you physically or otherwise unable to perform the duties for which you are applying?  Yes  No

# References

Provide 3 references who are not related to you & who are not previous employers.

	Name	Address	Telephone	Affiliation
1)				
2)				
3)				

# Employment

**Special skills & Qualifications** - Summarize special job-related skills & qualifications acquired from employment or other experience:

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments & volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone	<u>Hourly/Rate/Salary</u> Starting _____ Final _____	
Job Title		
Supervisor	<u>Reason for Leaving:</u>	
May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone	<u>Hourly/Rate/Salary</u> Starting _____ Final _____	
Job Title		
Supervisor	<u>Reason for Leaving:</u>	
May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone	<u>Hourly/Rate/Salary</u> Starting _____ Final _____	
Job Title		
Supervisor	<u>Reason for Leaving:</u>	
May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone	<u>Hourly/Rate/Salary</u> Starting _____ Final _____	
Job Title		
Supervisor	<u>Reason for Leaving:</u>	
May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Why do you want to be in the bike business?

What strengths do you bring to this job?

What do you value most in a workplace?

Why do you feel that excellent service is important in retail?

What are your job goals for the next two years?

What are your plans for self-improvement?

How do you feel about spending two weeks to a month as a trainee?

Describe the leadership positions that you have held:

How often were you absent or late at your last job?

What magazines do you read?

Which computer programs are you proficient in?

We are open seven days a week. 10am - 9pm weekdays, 10am - 6pm Saturdays, 11am - 6pm Sundays.  
List the hours that you are available to work. (We are open seven days a week. **Your availability to work is a vital and significant element in our hiring process - especially weekends**).

Mon to	Tues to	Wed to	Thu to	Fri to	Sat to	Sun to
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Number of hours you will be able to work per week: \_\_\_\_\_

What kind of bike(s) do you own & what kind of equipment is on them?

What bicycle related experience do you offer?

I certify that the above have been answered truthfully. \_\_\_\_\_

Signed

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date