

How to Apply



Admin use only

We are looking for people with a great attitude, a desire to learn and a willingness to work. We offer competitive pay, lots of training, flexible hours and an employee discount. Our store involves customer interaction so you must be VERY outgoing & fun! If this sounds like you, Learning Express is a great place to be.

One of the criteria we review is your **Availability**. As a retail business, we need employees who can work retail hours: mornings, nights, weekends & holidays. Please review the following 3 questions. If you can answer positively, please fill out the application and return it to us quickly. If answer is no, please explain.

- Do you want to work 20+ hours per week? _____
- Available to work 8 or more hours Fri to Sun? _____
- Are you available the 3 days prior to Christmas? _____

Have questions? We are here to help. Please complete this application and bring in so we can meet you in person. Dress comfortably as we may interview you on the spot! There is no experience required and we have a great training program. Thank you for your interest in Learning Express, a fun and engaging place to work.

How did you hear that we were hiring?

Employment Application

You desire to work in which locations? Circle Any That Apply:

Cary Kildaire Farm Rd. **Cary** Parkside Hwy 55 **Raleigh** North Hills
Durham 15-501 & I-40 **Falls Pointe** North Raleigh

Personal Information: PRINT PLEASE

Last: _____ First: _____ MI: _____ Email: _____

Street _____ City/St/Zip: _____ Mobile Phone _____

Are you at least 18 years old? Yes No (Must be 18 years or older to apply at Learning Express)

High School Graduated? Yes Not yet Approximate GPA: _____ City/St: _____

College Graduated? Yes Not yet (Circle Year: 1 2 3 4 5) Course/Degree _____

Name of College: _____ City/St: _____ Comments: _____

Graduate School Graduated? Yes Not yet Course/Degree _____

Name of College: _____ Location: _____ Comments: _____

Applying For: Sales Associate Shift Supervisor Asst. Manager Store Manager Other: _____

Hours available to work on a weekly basis: 20-25 25-30 30+ (Minimum availability is 20 hours/week)

Hourly wage/salary expected \$ _____ Date you can start employment: _____

School Track Out applies to me? No Yes If yes, what track are you on? _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
YOUR HOURS AVAILABLE TO WORK FROM							
TO							

Will you be available to work: *Closed Easter Sunday, Thanksgiving Day, Christmas Day & New Years Day

Thanksgiving Weekend: (Fri-Sun)? Y N Maybe 2 weeks prior to Xmas? Y N Maybe Xmas Eve? Y N Maybe

Please explain your answers in more detail: _____

Employment History:

1. Employed from _____ to _____ Company Name _____
Address, ST, Zip _____ Telephone (____) _____
Position and Duties _____
Supervisor's Name _____ Lowest Salary _____ Highest Salary _____
Reasons for wanting to leaving _____

2. Employed from _____ to _____ Company Name _____
Address, ST, Zip _____ Telephone (____) _____
Position and Duties _____
Supervisor's Name _____ Lowest Salary _____ Highest Salary _____
Reasons for leaving _____

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Pre-employment Statement

I hereby affirm that the information provided on this application (and any resume submitted) is true and complete. I understand that any false or misleading statements or omissions may disqualify me from further consideration for employment and may result in my termination if discovered at a later date. I understand that neither this application nor any other Learning Express document constitutes a contract of employment for a specific term, and that my employment is "at will" and may be terminated at any time by me or Learning Express. I hereby authorize Learning Express to investigate all information pertinent to my application to determine my qualifications for employment including contacting my current employer. I hereby authorize all persons and organizations having information relevant to my application to provide that information to Learning Express and will hold harmless Learning Express, its employees and agents, and all those providing information to it from any liability arising out of or as a result of the provision or use of this info. I understand that, upon employment, the first 90 days is considered a probationary period. During this period it will be determined if a mutually beneficial relationship exists between me and the company. Following this period, Learning Express or I, Myself, may decide to terminate our relationship without specifically stated cause, so that we may both achieve our employment goals. I hereby acknowledge that I have read, understand and consent to the above statements.

Applicant's Signature _____ Date _____

Employment Questionnaire

Please read carefully and write all information clearly. To be considered for employment, all questions must be completed.

- 1. We are a customer-centered store. What does that mean to you?**
- 2. What is the BEST example of great customer service you have ever seen?**
- 3. What is the WORST example of customer service you have ever seen & what would you have done differently?**
- 4. You are working at the register and a customer expresses anger over something that has happened to her in our store. What do you do?**
- 5. Describe your personality, strengths, weakness, character, who you are, etc.....**