

Dollar General strives to maintain a safe and drug free environment by conducting background checks and drug tests (as permitted by law).

***Complete all areas of the application in black ink.
An incomplete or inaccurate application may delay consideration for employment.***

Assessments:

- ☐ Meets Standards
- ☐ Does Not Meet Standards

Full name: _____ Social Security Number: X X X - X X - ____
Print name as it appears on your Social Security card

Present address: _____
Street City State Zip code

Primary phone: _____ Alternate phone: _____

When is the best time to call? _____ Preferred phone: ☐ Primary ☐ Alternate

Email address: _____ Are you 18 years of age or older? ☐ Yes ☐ No

You must be at least 18 years of age to work for Dollar General unless otherwise required by law.

Massachusetts and Philadelphia, PA applicants: Do not answer the following question regarding criminal convictions.

Illinois, Connecticut and New York applicants: Please review the Notification and Agreement section before answering the question regarding criminal convictions as you may not be required to disclose certain information, including sealed, expunged or erased records.

Have you ever been convicted of a crime (other than a minor traffic violation)? ☐Yes ☐No

If yes, please explain: _____

Candidates who select yes are not automatically disqualified from consideration for employment.

Do you have any relatives employed by Dollar General? ☐ Yes ☐ No

If yes, please list name(s) and where they work: _____

Are you legally authorized to work in the United States and able to demonstrate this by providing appropriate documentation? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status? ☐ Yes ☐ No

How did you find out about employment opportunities at this location?

<input type="checkbox"/> Website	<input type="checkbox"/> In-Store Signage	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Employee Walk-In
<input type="checkbox"/> Agency	<input type="checkbox"/> Career Fair	<input type="checkbox"/> College Recruiting	<input type="checkbox"/> Relative
<input type="checkbox"/> Employee Referral (Name) _____		<input type="checkbox"/> Other (specify) _____	

Have you ever worked for Dollar General? ☐ Yes ☐ No If yes, where: _____

When: _____ Under what name: _____ Reason for leaving: _____

Position(s) desired: _____ Pay Expected: _____

When will you be available to begin work? _____ Will you have a reliable means of transportation? ☐ Yes ☐ No

How many hours per week would you expect to work? _____ Are you available to work: ☐ Part-time ☐ Full-time

When are you available to work? _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Many of our stores are open for business on holidays, weekends, and special events. While we attempt to reasonably accommodate the personal needs of our employees (including sincerely held religious beliefs), ultimately the work schedules are based on business needs and may be subject to change on a weekly basis.

Do you have experience working in a distribution center or warehouse? ☐Yes ☐No

Do you have experience working in a retail store? ☐Yes ☐No

If applying at a store location, why do you want to work in a sales oriented environment? _____

What customer service experience do you have? _____

School	Name and Location of School	Course of Study	Circle number of years completed	Did you graduate?	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational or Business			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Specify professional designations, certifications, licenses or registrations held related to the job(s) applied for: _____

Issued in what state? _____

Expiration Date: _____

Check area(s) in which you are skilled/licensed:

<input type="checkbox"/> Cash Register	<input type="checkbox"/> Calculator	<input type="checkbox"/> Pricing Gun	<input type="checkbox"/> Baler	<input type="checkbox"/> Fork Lift
<input type="checkbox"/> Stand Up Fork Lift	<input type="checkbox"/> Electric Pallet Jack	<input type="checkbox"/> Manual Pallet Jack	<input type="checkbox"/> RF Scanning Unit	<input type="checkbox"/> Food Scale/Wrapping
<input type="checkbox"/> CDL	<input type="checkbox"/> Computer	<input type="checkbox"/> Software (list programs): _____		

☐ Other skills: _____

www.dollargeneral.com

DG-HRIS-5010-20110705

Dollar General is a leading retailer with over 9,000 stores and distribution centers across the United States with a focus on *Serving Others... Every day!*[®]

Full Name
Location

WORK HISTORY

How many different employers have you worked for in the past 5 years? _____

Have you ever been suspended, asked to resign or discharged from any employment? ☐Yes ☐No

If yes, please explain: _____

Please explain any gaps between employers of 3 months or longer: _____

Please list other names under which you worked so that Dollar General can verify your previous employment: _____

List below all current and past employment, beginning with your **most recent**.

Industry Types: Use the following 2-digit codes to indicate the type of industry for each job listed in the work history. **01** RETAIL STORE, **02** GROCERY, **03** RESTAURANT, **04** BANKING, **05** REAL ESTATE, **06** TRANSPORTATION, **07** CONSTRUCTION, **08** DISTRIBUTION, **09** MANUFACTURING, **10** PHARMACEUTICAL, **11** WHOLESALE DISTRIBUTION, **12** OTHER

Company Name		Industry Type	Supervisor Name		May we contact this employer?
Address		Phone	Employed From		Employed To
Starting Job Title	Ending Job Title	Reason for Leaving		Pay Rate Start	Pay Rate Last
Describe Your Work		What did you like best		What did you like least	

Company Name		Industry Type	Supervisor Name		May we contact this employer?
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WORK REFERENCES Include current and accurate contact information. Do not include “personal” references.

Name	Phone () –	Alternate Phone () –	Years Acquainted
Address		Email address	Occupation/Work Relationship

Name	Phone () –	Alternate Phone () –	Years Acquainted
Address		Email address	Occupation/Work Relationship

Name	Phone () –	Alternate Phone () –	Years Acquainted
Address		Email address	Occupation/Work Relationship

NOTIFICATION AND AGREEMENT

Illinois applicants: You are not obligated to disclose sealed or expunged records.

New York applicants: You are not required to disclose prior arrests that were resolved in your favor, sealed records, or youthful offender adjudications.

Connecticut applicants: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sections 46-b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to the above mentioned statute sections are records related to (a) determinations of “delinquency” or that, as a child, you were a member of a family with service needs, (b) a ruling you are a “youthful offender”, (c) a criminal charge that has been dismissed or nulled; (d) a finding you are not guilty for a criminal charge, or (e) a conviction for which you have received an “absolute pardon”. Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections mentioned above shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

I certify that all information provided by me is true, accurate and complete. I understand that falsification, misrepresentation or omission of fact on this application or any other accompanying or required documents will be cause for denial of employment or immediate termination of employment, regardless of how or when it is discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from conducting an investigation.

I understand that this application will remain active for a 90 day period. After that time, if I desire further consideration, I will complete a new application in person or by mail.

Hiring is conditional upon, among other things, a candidate and/or employee submitting proof of identity and work eligibility in accordance with the Immigration Reform and Control Act, completing and obtaining successful results on a drug screen (if applicable) and criminal background check.

You must be at least 18 years old to work for Dollar General, unless otherwise authorized by Human Resources or required by law. Close relatives may not work in the same store or department. No employee may work under the immediate supervision of a close relative. If you have questions regarding what constitutes a “close relative”, please contact a manager.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I understand that this application is not a contract, offer, or promise of employment. I understand that unless otherwise agreed in writing signed by an officer of the Company and subject to applicable law, Dollar General employees are not hired for a specific term, and Dollar General or I may terminate my employment at any time with or without cause. No oral representations made by a Dollar General employee with respect to continued employment can alter this relationship.

Signature

Date