

# **SINGLE** **STOP**

## **EMPLOYMENT APPLICATION**



**Frank's Grocery**  
6783 Cruso Road  
Canton NC 28716

**Southside Discount**  
165 Pisgah Drive  
Canton NC 28716

**Single Stop - Radio Hill**  
84 New Clyde Hwy  
Canton NC 28716

**Single Stop - Clyde**  
8721 Carolina Blvd  
Clyde NC 28721

**Frank's Outpost**  
10703 Cruso Rd  
Canton NC 28716

[www.SingleStopStores.com](http://www.SingleStopStores.com)

## Expectations for Employees

*All employees are required to pass a drug screening during their employment*

### **Job Expectations**

#### **Cashiers**

- Giving fast, friendly Customer Service is our top priority - including carrying out groceries, helping pump gas, giving directions, and running a cash register for extended periods of time.
- Clean restrooms, clean and restock fountain area, wipe down gas pumps, clean up trash from the parking lot, sweep and mop floors, empty trash containers, etc.
- Brew coffee, restock coolers and freezers, put up warehouse orders, bag ice, etc.
- Monitor vendor activity, check in vendor deliveries, and check for out-of-date stock.
- Attend store and one-on-one meetings, follow all policies and procedures, and be a respectful and professional team member.

#### **Deli (at some locations)**

- Give fast, friendly Customer Service with focus on cleanliness and food presentation. This includes, but not limited to, maintaining food service sanitation guidelines, monitoring food quality, and properly maintaining all deli equipment.
- Deli employees must be disease-free, have impeccable personal hygiene, and participate in a ServeSafe course.

#### **Appearance Expectations**

- All employees are required to wear only Single Stop shirt and approved pants or business-length shorts without holes, tears, or stains). A Single Stop apron must be worn at all times if Single Stop shirt is not available.
- Employees must have clean nails and hands, clean hair, and good hygiene.

*I meet all requirements listed above and agree to abide by all of the above policies and procedures:* \_\_\_\_\_  
*(Initial)*

Your employment with Three Singletons Inc. and any of the businesses associated with this corporation, is a voluntary one and is subject to termination by you or our company at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Single Stop Stores. This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President of the company.

These personnel policies are not intended to be a contract of employment or a legal document.

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Employees Printed Name

**APPLICATIONS WITHOUT SIGNATURE WILL NOT BE ACCEPTED**

# EMPLOYMENT APPLICATION

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Two contact numbers where you may be reached:

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Preferred Alternate

## Personal Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

When could you begin work? \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_

Have you worked at Single Stop before? \_\_\_Yes \_\_\_No

If so, when? \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

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

Do you have reliable transportation? \_\_\_\_\_ Are you enrolled in school? \_\_\_\_\_

For what shift(s) are you available? \_\_\_Mornings \_\_\_Afternoons \_\_\_Evenings \_\_\_Overnight

Are you willing to work: Weekends? \_\_\_Yes \_\_\_No Holidays? \_\_\_Yes \_\_\_No

For what position are you applying? \_\_\_Store Clerk \_\_\_Deli \_\_\_Parking Lots & Maintenance

Desired Starting Pay: \$\_\_\_\_\_ per hour How many hours per week do you want to work? \_\_\_\_\_

For part-time applicants, please check the box for the shifts/hours you are available to work.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Morning								
Mid Shift								
Evening								
Overnights								

## Skills and Experience

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company. \_\_\_\_\_

Please list any business equipment operating abilities you have which might be useful on the job for which you are applying. \_\_\_\_\_

**Please complete all parts of this application** 

**Education**

Highest elementary or high school grade completed: \_\_\_\_\_

Did you graduate from high school? \_\_\_Yes \_\_\_No \_\_\_GED

Schools Attended

Location

Dates


**Work Experience**

Name of Present or Last Employer	Supervisor	Phone Number	May we contact this company concerning your employment?	Were you fired?
Position Held	From (Date)	To (Date)	Reason for Leaving	Would they rehire you?

Name of Previous Employer	Supervisor	Phone Number	May we contact this company concerning your employment?	Were you fired?
Position Held	From (Date)	To (Date)	Reason for Leaving	Would they rehire you?

Name of Previous Employer	Supervisor	Phone Number	May we contact this company concerning your employment?	Were you fired?
Position Held	From (Date)	To (Date)	Reason for Leaving	Would they rehire you?

**Legal Information**

Have you ever been caught in a sting operation selling tobacco, alcohol, or lottery to a minor? \_\_\_Yes \_\_\_No

Have you ever been convicted of a crime or pled "No Contest" on anything involving theft, dishonesty, violence, drugs, or endangerment of persons or property, whether resulting in incarceration, probation, or a suspended or deferred sentence? \_\_\_Yes \_\_\_No \_\_\_Pled No Contest If yes, or No Contest, date of conviction \_\_\_\_\_

Please explain: \_\_\_\_\_

If hired, will you consent to a thorough background criminal check? \_\_\_Yes \_\_\_No

*Conviction of a crime will not necessarily disqualify you from consideration of employment.*

**PART-TIME ENTRY LEVEL STORE POSITIONS**

- Must have reliable transportation
- Able to lift 50 pounds comfortably
- Schedules include morning, mid-day, afternoon, evening, and overnight, holidays and weekends
- Schedules may change week to week
- Competitive starting pay
- All employees are paid through direct deposit on a bi-weekly schedule.

**FULL-TIME ENTRY LEVEL STORE POSITIONS**

- Must have reliable transportation
- Able to lift 50 pounds comfortably
- Available Work Weekends
- Vacation accrual after one full year when average weekly hours exceed 36 hours during previous year.
- All employees are paid through direct deposit on a bi-weekly schedule.

**Office Use Only**

Application Review By Manager

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

Did applicant's appearance meet our requirements? \_\_\_\_\_

Was applicant courteous and friendly? \_\_\_\_\_

Would you want this person to work in your store? \_\_\_\_\_

Any incidents or issues that we need to know about concerning applicant?

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Interview Notes

Date/Time of scheduled interview: \_\_\_\_\_

Was applicant on time for interview? \_\_\_\_\_

Dressed appropriately? \_\_\_\_\_ Overall Cleanliness? \_\_\_\_\_ Other \_\_\_\_\_

Reference Check Notes:

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Overall impression of Applicant

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Date available to start work? \_\_\_\_\_

Other Notes:

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