

WRC Application for Employment Packet



Wheat Ridge Cyclery is proud to offer:

- Flexible hours
- Competitive pay and benefits
- Special savings on the products we carry

We employ the best people working together to serve our customers. We welcome resumes all season. Our passion is to enhance lives through cycling. Our niche is serving cyclist with extraordinary care and all the right cool stuff.



Service Technicians & Service Writers

Seasonal and full-time positions available in a high-volume service department.

General responsibilities include assembly, repair, evaluation of incoming repairs, wheel-building, and pro bicycle assembly.

Dynamic personality, positive attitude, professionalism and a strong desire to provide customers with the best in class service.

Our Service Lab is paradise for the discriminating bicycle mechanic, featuring 16 full-service bays outfitted with all the finest tools!

Hourly compensation based on experience. Position comes with advancement opportunities based on performance. Please contact our Director of Service for inquiries regarding these positions:

Sales Staff

Seasonal and full-time positions available in our sales department.

Dynamic personality, positive attitude, professionalism and a strong desire to provide customers with the best in class customer service a must.

Hourly compensation based on experience. Position comes with advancement opportunities based on performance. Please contact our Director of Sales for inquiries regarding these positions:



Please complete and submit the following documents in this packet including three references for us to contact.

- WRC Pre-Employment Questionnaire
- WRC Discovery Page
- WRC Background Check Authorization
- Personal Data Page

Note: All application paperwork will be handled confidentially.

S:\Administration\forms\Application for Employment\2017 Application for Employment Packet.docx

WRC Pre Employment Questionnaire

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



PERSONAL INFORMATION

Date: _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIPCODE
PERMANENT ADDRESS	CITY	STATE	ZIPCODE
PHONE NUMBER(S)		REFERRED BY	

EMPLOYMENT DESIRED

POSITION		DATE YOU CAN START		SALARY DESIRED	
ARE YOU EMPLOYED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	WHERE?	WHEN?	

EDUCATION HISTORY

NAME OF SCHOOL	LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS STARTING WITH THE MOST RECENT ONE FIRST)

DATE MONTH & SALARY	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WRC Pre Employment Questionnaire



REFERENCES

(GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	BUSINESS	ADDRESS	YEARS KNOWN
1			
2			
3			

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHOULD BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINANT INFORMATION THEY MIGHT HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

THIS WAIVER DOES NOT PERMIT THE RELEASE OR USE OF DISABILITY-RELATED OR MEDICAL INFORMATION IN A MANNER PROHIBITED BY THE AMERICANS WITH DISABILITIES ACT (ADA) AND OTHER RELEVANT FEDERAL AND STATE LAWS"

Date: _____ Signature: _____

-DO NOT WRITE BELOW THIS LINE-

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY/WAGES

APPROVED: 1. _____ 2. _____ 3. _____
 EMPLOYMENT DIRECTOR DEPARTMENT HEAD GENERAL MANAGER

WRC Discovery Page



Name: _____

Date: _____

Phone(s): _____

Email: _____

Best time to contact you?: _____

Why do you want to work at Wheat Ridge Cyclery?

Would you prefer to work in our sales or our service department? _____

What skills do you have that will guarantee your success at our store?

How many hours would you like to work each week? _____

What do you do for fun?

What are you good at?

What motivates you?

Who can I call for a reference?



DISCLOSURE AND AUTHORIZATION FORM

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Wheat Ridge Cyclery, Inc. (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

WRC Background Check Authorization



AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do _____ do not _____ authorize you to contact *my current* employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Printed Name

Applicant Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date

Personal Data Page



Please complete the following:

Last Name

First Name

Middle Name

Current Address

Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state, zip code)

Dates of Residence:

Date of Birth

Other Names Used (including maiden name)

Years Used

Social Security Number

Driver's License #

State

Email address (may be used for official correspondence)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name

Applicant Signature

Date

WRC Core Values



Culture is important at WRC. We strive to have a great place to work and a fun place for our customers to shop. Every employee at WRC is measured by these values.

Core Values

1. Legendary Experiences
2. Fun!
3. Expertise
4. Not Complacent
5. We Give Back

Along with our values, each role within WRC has specific measurable goals and responsibilities. We look forward to meeting you and discussing if employment at WRC is a great fit for us both.