# **ASSOCIATE HIRING STEPS**

Manager and/or RDM must follow all the necessary Associate Hiring Steps to properly process a new or rehire associate before they begin working in the store.

- 1. Obtain a completed application, tell the applicant, "Thank you for completing the application. Before we begin, can you give me a sense of the range of pay you are seeking?"
  - 1.) "Currently, this position pays \$X per hour, plus commissions and spiffs, and your expectations are higher than what the position pays. Are you still interested in continuing the interview process?" or
  - 2.) "Depending on an individual's skills and past experience, the range of pay for this position is between \$X-Y\_\_\_\_\_ per hour, plus commission and spiffs. If that works for you, are you still interested in continuing the interview process?"
- 2. If interested, interview the applicant by using and completing the Interview Questions and Notes. If still interested, use 2<sup>nd</sup> Interview forms and then complete the Interview Results form. If not interested send application to SMC Attn: HR Dept.
- 3. Tell the applicant, "I have a couple more applicants that I'm considering for this position that starts at per hour plus commission. I'm going to make a decision within the next day or so. If you \$ are the one I select are you ready to accept this position and if so, when could you meet with our Onboarding Specialist to demonstrate you can follow all the requirements needed and complete all your onboarding forms at one of our Onboarding stores."
- 4. Use Applicant Dealmaker to obtain RDM agreement to be interviewed by RDM or to go to step 5 (see following page) with approved starting hourly rate and OK to hire if the applicant passes the reference check (see next page APPLICANT DEALMAKER); and

5. Fax 4 pages to RDM	6. <b>RDM reviews and faxes the 4 pages to HR</b> .
1.) New Employment Application - 2 pgs.,	1.) Change of Status – RDM signed w/ RATE
2.) Phone References	2.) New Employment Application - 2 pgs.,
3.) Interview Results	3.) Interview Results
4.) Interview Questions & Notes	4.) Phone References
	Approval needed from HR before scheduling (step 7 & 8)

7. When HR Authorizes hiring, you can MAKE THE JOB OFFER based on the condition that the applicant meets with the Onboarding Specialist and satisfactory completes all the required forms. The offer sentence should be "I am ready to offer you the associate position at this store at \$ per hour plus commission. This is a conditional offer based on you meeting all the requirements and complete all the necessary Onboarding documents including the Background Consent Form in the Packet with the Onboarding Specialist."



Call HR to schedule Onboarding (see next page)

- 8. Schedule Onboarding with a specialist by calling HR to get Onboarding Date. HR will fax the following to the store and have applicant come to the store to meet and review the following:
  - 1.) Manager Onboarding Confirmation Appointment Manager completes
  - 2.) Applicant Acknowledgement Onboarding Manager reviews each required item with the applicant and emphasize that the offer is conditional based on the condition that they follow 1, 2 and 3 on the Applicant Acknowledgment Onboarding Form. If they don't they will not be permitted to continue and job offer could be withdrawn.
  - 3.) **Complete Background Consent** Applicant completes after the conditional job offer has been given by the Manager.
- 9. Manager faxes completed 1) Manager Confirmation Onboarding Appointment, 2) Applicant Acknowledgement Form and 3) Background Consent Form to H.R. on or by 4:00 PM to HR and confirm that HR ext. 5621 or 5632 received it.

# **APPLICANT "DEALMAKER"**



When you call your Director, Regional or District Manager to recommend that someone be hired, be prepared to provide the specific things the applicant said regarding the following questions:

- 1. Does your applicant want a Full-Time Position?
- 2. Is your applicant flexible and willing to work any hours as needed?
- 3. Is your applicant willing/able to do any task the way you ask that it be done?
- 4. What do you like about this applicant that will contribute to the store's success?
- 5. Did your applicant provide you examples of their competitiveness (sales experience)?
- 6. Where does your applicant see themselves in a year or 2?
- 7. Does your applicant go to school or have a second job?

When RDM approves (with or without RDM interview), complete step 5 of ASSOCIATE HIRING STEPS on page 1.



# **DO NOT ASK** THE FOLLOWING QUESTIONS:

## **1. PHYSICAL OR MENTAL DISABILITY**

- Any question about or permit an applicant to tell you any details about any medical condition or disability or pregnancy they have or have had.
- Example: "Do you have any physical or mental disabilities or medical problems that could keep you from doing this job?"

## 2. AGE

- Any question that could help determine if the applicant is over age of 40.
- Example: When did you attend or graduate high school?

## **3. NATIONAL ORIGIN**

• Any question about the birthplace of the applicant, their parents, etc.?

## 4. I – 9 DOCUMENTS

• Any requirement that applicant SHOW their Resident Card or any other I-9 Right-To-Work documents before a job offer is made.

## 5. RACE, COLOR

• Any question or comments about the applicant or any of their family member's race, complexion, color of skin, eyes, or hair.

## 6. SEX, MARITAL STATUS, FAMILY

- Any question that reveals the applicant's sex or marital status including their "Maiden" Name, if they have any children or dependents, details about their childcare, or birth control practice.
- Example: Who do you live with?

## 7. RELIGION

- Any questions regarding applicant's religion, religious days observed.
- Example: "Does your religion prevent you from working week-ends?"

## 8. ARREST RECORD

• Any question about the applicant ever being arrested.

## 9. SALARY

• Any question about the applicant's last or current salary.

## Daniel's APPLICATION FOR EMPLOYMENT

Sherwood Management Co., Inc. and Daniel's Jewelers considers all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or based on any individual's status in any group or class protected by applicable federal, state, or local law. Sherwood Management Co., Inc. and Daniel's Jewelers also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. If you require an accommodation in the application process, please advise a store or corporate representative.

Name:	Date			
Address:	City	Zip		
Telephone: Home ()	Mobile ()			
Position Desired:	Full-Time Part-Time	Expected Wage:		
Are you at least 18 years old?	List any days/hours you are NOT available:			
□Yes □No	NOTE: Your actual hours will be determined by management and are always subject to change regardless of your expressed preference.			
If hired, can you provide proof of identity and	d authorization to work in the United States? 🛛 🗆 Yes	🗆 No		
Have you worked for this company before?	List the name of who referred you	to apply or of any relative, friend or		

Yes I No If Yes, when and where?

List the name of who referred you to apply or of any relative, friend or acquaintance ever employed by this company.

#### EMPLOYMENT HISTORY

List all employers during the past 7 years with the most current first. If more than three, list their details on a separate paper.

#### EMPLOYER 1

DATES FROMITO		COMPANY NAME	COMPANY ADDRES	
COMPANY PHONE	( )	IMMEDIATE SUPERVISOR	JOB DUITES	
JOB TITLE		REASON FOR LEAVING		

			EMPLOYER 2		
DATES FROM/TO		COMPANY NAME		COMPANY ADDRES	
COMPANY PHONE	( )	IMMEDIATE SUPERVISOR		JOB DUITES	
JOB TITLE		REASON FOR LEAVING			

#### EMPLOYER 3 DATES FROMTO COMPANY NAME COMPANY ADDRES COMPANY PHONE IMMEDIATE SUPERVISOR JOB DUITES JOB TITLE REASON FOR LEAVING

Have you ever been discharged from a job? If yes, please provide details, including place(s) of employment, location(s), date(s), and circumstances of the discharge(s)

Page 1 of 2

#### PERSONAL INFORMATION

Are you interested in management?: □ Yes □ No If yes, why?

If employed here, do you expect to also work elsewhere or attend school? 

 Yes
 No
 If Yes, state where:

What strong talents do you have that you can offer our company? Circle Completed Years of Education: 11 12 13 14 15 16 17+

List any Degree or Trade School Diploma, or Training Certificate earned since High School

What foreign languages do you speak?

#### PERSONAL REFERENCES

(Professional or Character)

Name	Phone Number	Relationship	Years Known

I understand that all positions in this company require the employee to be bondable. I certify that to the best of my knowledge, I am bondable.

This application is not intended to, nor does it create an offer of employment, or a contract of employment, express or implied, and should not be perceived as such. No promises have been expressed or implied to me regarding employment or duration of employment and I understand that no such promise or guarantee is binding upon the Company unless made in writing and signed by a corporate officer of the Company. I further understand that, if hired, all aspects of my employment relationship with the Company are not for any set period of time and may change or be terminated at will. This means that any employee may quit, or be discharged, or have any aspect of their employment relationship change, at any time, without cause or notice. Notwithstanding the fact that the Company may, in its sole discretion, give written warnings from time to time to various employee or prior to the Company making other types of changes to any aspect(s) of the employment relationship. This at will employment relationship policy cannot be changed except by a written agreement that is signed by both by the president of the Company and the employee involved.

I understand that if hired, I will be required to comply with all rules, policies, and regulations of the Company and that my compliance may be periodically tested either with or without my knowledge. I further understand that the Company benefits, rules, policies, and regulations may be changed, modified, deleted or added to at any time at the sole option of the Company and without any prior notice.

I understand that, as a condition of employment, or as a condition of continued employment if I am hired, SMC and Affiliates may conduct a criminal and/or consumer background check on me, and I will provide necessary consent to such.

While I understand that this application will be kept on file for a period of up to one year, I further understand that this application will be considered active for a period not to exceed ninety (90) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

I hereby certify that I have read and understand the foregoing statements and that each of my responses on this and all other SMC and Affiliates employment forms associated with my hire are true and complete. I understand that any false and misleading information or any omission on any of these forms may disqualify me from further consideration for employment or may result in my discharge if discovered after I have been employed.

Signature

Date \_\_\_\_\_

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AP	PLI	CAN	IT'S	NAM	MF

\_\_\_\_\_ DATE\_\_\_\_\_

INTERVIEWER
-------------

\_\_\_\_\_ STORE # \_\_\_\_\_

Think about the answers that the applicant gave you when you asked questions about the following areas and rate these answers in terms of how they will or will not contribute to this applicant's success as a Daniel's associate at your store.

Rate each area with 1 = Great, or 2 = Good or 3 = Not Good.

AREAS ANSWERED BY APPLICANT RATING		
<ol> <li>What applicant says his/her previous employers will say about him/her.</li> </ol>		
<ol> <li>Number of General Impression boxes checked on 1<sup>st</sup> Interview form. Write "1" if 8 boxes checked on form Write "2" if 7 boxes checked on form Write "3" if 6 boxes checked on form</li> </ol>		
3. Store Compatibility (Store only)		
4. Policy Compliance		
5. Reliability		
6. Competitiveness/Motivation		
7. Ability To Sell (Store only)		
APPLICANT: 1. Can attend Onboarding: Anytime Other _		
2. Applicant has or hasn't accepted the hou	rly rate	
3. Applicant New or Re-Hire		
HR CLEARED: GIS WO#		
Daniel's Account: YES or NO If ves. Account #		

Daniel's
MARING DIAMOND DREAMS COME THUE SINCE 1948
EMPLOYMENT PHONE REFERENCE

APPLICANT NAME:	POSITION DESIRED:
EMPLOYER CONTACTED:	_ PHONE NO:
1. NAME OF PERSON GIVING INFORMATION:	POSITION:
2. DATE OF EMPLOYMENT: FROM:T	0: POSITION:
3. DO YOU HAVE ANY ADDITIONAL INFORMAT	ION YOU CAN PROVIDE:
SIGNATURE	EMPLOYEE # DATE



## PERSONAL PHONE REFERENCE

APPLICANT NAME:	POSITION DESIRED:
EMPLOYER CONTACTED:	_ PHONE NO:
1. NAME OF PERSON GIVING INFORMATION:_	RELATIONSHIP:
2. YEARS KNOWN THE APPLICANT:	
3. DO YOU HAVE ANY ADDITIONAL INFORMAT	TION YOU CAN PROVIDE:
SIGNATURE	EMPLOYEE # DATE



#### **1ST STORE POSITION INTERVIEW QUESTIONS & NOTES**

APPLICANT'S NAME DATE

Tell applicant that a lot of people have applied, you have more interviews to do, and you just want to spend a few minutes going over their application.

#### 1. CHECK APPLICATION FORMS - IF ANY QUESTION NOT ANSWERED, GET APPLICANT TO WRITE AN ANSWER TO IT.

Ask The Following Questions & Write Answers Below (Don't Write On Application)

2. WHEN I CALL THEM, WHAT WILL YOUR LAST 2 EMPLOYERS SAY WAS THE REASON YOU LEFT? (Assure applicant that we do call.)	
Is applicant's answer same as stated on application?YesNo	
If No, write company name & new reason given:	
3. HOW MANY DAYS LAST YEAR WILL YOUR LAST EMPLOYERS SAY YOU WERE: Late? Absent? If more than 0, explain:	
4. WHERE DO YOU SEE YOURSELF IN 1 YEAR OR SO FROM NOW? Does answer describe person as being more successful than now?YesNo	
5. WHY DO YOU WANT TO WORK FOR DANIEL'S? Does answer indicate that person would enjoy working here and work for a year or more?YesNo	
6. Thank applicant. Remind them that this was just a short interview to verify their application and that you have a lot more people to interviewThen, as if you just thought of it, say, "You know, there are a lot of other people that want this job. Tell me, why should I hire you instead of one of them?"	
Did the answer convince you that you should hire this person?YesNo	

Check all that apply as positive about this applicant						
1. GENERAL IMPRESSION:						
□ Eye Contact □ Enthusiastic □ Smiled Easily/Often	TOTAL # OF BOXES					
Proper Appearance/Attire Confident Attitude	CHECKED					
□ Flexible □ Listening/Communication skills						

## 2. CHECK IF ON APPLICATION:

□ Jewelry sales □ Retail sales □ Commission sales experience
 □ 2+ yrs same job □ Employed during past 2 months TOTAL # OF BOXES
 □ Bi-lingual □ Expected Wage is within starting pay range CHECKED
 □ Hrs/days available are OK □ Application neat/complete \_\_\_\_\_



## **2ND INTERVIEW NOTES**

Applicant's Name

Position Applied For:: \_\_\_\_\_\_Interview Date: \_\_\_\_\_

I. General Impression: Check Here and skip to number II if this is a continuation of the 1st interview.

(Check all that apply as positive about this applicant) □ Eye Contact □ Enthusiastic □ Smiled Easily/Often □ Attitude □ Flexible □ Proper Appearance/Attire □ Confident □ Listening/Communication skills

II. Start by congratulating applicant for making it this far. During the interview, ask one or more questions in each area until you know the rating. As you listen to responses, you should be comparing what your store is like, what you and your employees are like, what tasks are required, what our rules and values are, and compare them to what the applicant says they like/dislike.

USE THE FOLLOWING RATINGS FOR ANSWERS IN EACH AREA. 1 = Excellent (Exceeds preferred profile of person for this position) 2 = Acceptable (Meets preferred profile of person for this position)

RATING

#### 1. STORE COMPATIBILITY

3 = Unacceptable

- □ Describe the best job you could ever have and what it is that would make it the best. □ Describe the tasks you did at (previous job name) that you liked the best. The least.
- Describe two co-workers you have known and really liked (or didn't like) and WHY.
- When I speak with your past bosses, what will they say when I ask them how you handled conflict or problems with others? Give me an example of something that happened that they might tell me about.

□ Tell me about any special requests/conflicts you have with your work schedule.

#### 2. COPING SKILLS

- Describe the worst customer or co-worker you have ever had and tell me how you dealt with him/her.
- Describe a time when you had a particularly difficult situation with a customer that you were able to solve.
- What was the reason you were able to improve your performance at (job where applicant claims improvement).

#### RATING

#### 3. POLICY COMPLIANCE

- Tell me about a specific occasion when you followed a policy even though you did not agree with it.
- Describe a time when you made a mistake and how you handled it.
- Tell me about a time when you had to bend a policy or rule because it was the right thing to do.

#### 4. RELIABILITY

- Tell me about TWO times when you were unable to get to work, why you couldn't, and how you handled it.
- Do you plan on returning to school anytime in the future? \_\_\_\_ Yes \_\_\_\_ No
- Where?\_\_\_\_\_When?\_\_\_\_What subjects?\_\_\_\_\_ Do you plan on returning to another job? \_\_\_Yes \_\_\_No Where?\_\_\_\_\_When?\_\_\_\_
- If during a reference check, I asked your past bosses how many times you did not call them in advance when you were going to be late or absent, which one would tell me the most? Which would be the next most?

## 5. COMPETITIVENESS

- Give me an example of a goal you achieved and how you did it.
- Do you think sales quotas are good or bad? Why?
- □ What does the word "success" mean to you?

#### 6. MOTIVATION

- □ Why do you believe you will be successful if hired here?
- □ What do you think determines a person's progress in a good company?
- □ Where do you see yourself 5 years from now?

#### 7. SALES

- Pretend you are a sales person in a store that sells (select any product). Your store has every type of (product) imaginable. I am a customer and I have just entered your store. Greet me and sell me a (product).
- •
- III. If interested in hiring, answer applicant's questions about this job and sell them on the benefits of working for Daniel's. If not interested, end interview.
- IV. Comments:

\_\_\_\_\_

V. Interviewer's Name/Emp. #:\_\_\_\_\_

Revised 07/09



## MANAGER CONFIRMATION ONBOARDING APPOINTMENT

Date:	Store #	RDM/Store Manager:
Applicant's name Complete the fol		PLE
1. Onboardin of	g Completion Date is s at	cheduled on at # the city
2. If the work in the sassociate an	store – Day/Date:	Mgr Int. r completes the Onboarding, their First Day and Time to Time: (manager will be in store when Mgr Int.
3. Remin the new ass	der: During the first week ociate is scheduled.	k, I (Manager) will be working in the store each day when
Fax this for Acknowledgem <u>4:00 PM in order</u>	m to the H.R. ent and the Backgro	r scheduling for your applicant please initial above. Department, the Onboarding Applicant ound Consent Form to (310-665-2141) on or by ling appointment. Confirm with H.R. ext. 5621 or

DO NOT COMPLETE BELOW:

H.R. will complete the information

Assigned Onboarding Specialist: \_\_\_\_\_

HR issued Applicant Employee #\_\_\_\_\_



#### ONBOARDING APPLICANT ACKNOWLEDGEMENT FORM

STORE MANAGER: Review each section with applicant, place a check, initial and sign. At the conclusion fax this form and the Background Consent Form to Human Resources 310-665-2141 with the Manager Confirmation in order to keep the Onboarding appointment.

CONGRATULATIONS! Applicant Name: \_\_\_\_\_\_,

You have received a conditional job offer based on the conditions that you do items 1, 2 and 3 listed below and complete the Onboarding process. If not followed the Onboarding will be discontinued and your conditional job offer could be withdrawn as you did not do this condition. <u>BRING THIS SIGNED FORM TO THE ONBOARDING</u> <u>APPOINTMENT</u> AND SHOW TO THE ONBOARDING SPECIALIST.

1. ATTENDANCE: Time: AM/PM Date:
Daniel's store address located at:
You are not being paid as you are not hired yet until you have met the required expectations when you report to
your Onboarding appointment to complete the process. During the Onboarding, you will be told if you are hired.
If prior to this day, you know you won't keep this appointment, you must call the manager that gave you this
appointment at ( ) If on the day of this session you are going to be late or not show
up, you must call the phone number above before your start time and speak with the store manager.
#1 Applicant Initial Mgr Initial
2. DRESS CODE: Wearing appropriate Business Attire as shown in the attached examples.
#2 Applicant Initial Mgr Initial
3. YOU must BRING the following ORGINAL UNEXPIRED DOCUMENTS to the
Onboarding session as proof of your eligibility to work in the United States:
#3 Applicant Initial Mgr Initial
a. If you are a U.S. Citizen, bring one of the ORIGINAL UNEXPIRED documents in column A OR one from BOTH columns B & C on the attached page titled LISTS OF ACCEPTABLE DOCUMENTS.
b. If you are NOT a U.S. Citizen, bring one of the ORIGINAL UNEXPIRED document in column A on the attached page.
My signature means that I agree to 1.) Call before my appointment if I'm going to be late or not be able to keep my appointment, 2.) Show up wearing the appropriate Business Attire and 3.) Bring this signed form with each original unexpired document in either "A" or "B" as noted above. If I don't follow any of the listed items above, I won't be permitted to continue with the Onboarding to determine if I will be hired and my conditional job offer could be withdrawn as I did not do this condition.  Applicant Signature Manager Signature
On the day of Onboarding confirm that the above items are followed by applicant then fax this form to HR. ONBOARDING SPECIALIST: Did applicant follow and complete items 1, 2 & 3 listed above? YES or NO If not, which item: Ask applicant why it wasn't followed:

\_Onboarding Specialist Name: \_

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#### ONBOARDING APPLICANT ACKNOWLEDGEMENT FORM

STORE MANAGER: Review each section with applicant, place a check, initial and sign. At the conclusion fax this form and the Background Consent form to Human Resources 310-665-2141 with the Manager Confirmation in order to keep the Onboarding appointment.

CONGRATULATIONS! Applicant Name: \_\_\_\_\_\_,

You have received a conditional job offer based on the conditions that you do items 1, 2 and 3 listed below and complete the Onboarding process. If not followed the Onboarding will be discontinued and your conditional job offer could be withdrawn as you did not do this condition. <u>BRING THIS SIGNED FORM TO THE ONBOARDING</u> <u>APPOINTMENT</u> AND SHOW TO THE ONBOARDING SPECIALIST.

1. ATTENDANCE: Time: AM/PM Date:
Daniel's store address located at:
You are not being paid as you are not hired yet until you have met the required expectations when you report to your Onboarding appointment to complete the process. During the Onboarding, you will be told if you are hired.
If prior to this day, you know you won't keep this appointment, you must call the manager that gave you this appointment at ( ) If on the day of this session you are going to be late or not show up, you must call the phone number above before your start time and speak with the store manager. #1 Applicant Initial Mgr Initial
2. DRESS CODE: Wearing appropriate Business Attire as shown in the attached examples. #2 Applicant Initial Mgr Initial
3. <u>YOU must BRING</u> the <u>following ORGINAL UNEXPIRED DOCUMENTS to the</u> Onboarding session as proof of your eligibility to work in the United States:
#3 Applicant Initial Mgr Initial
<ul> <li>a. If you are a U.S. Citizen, bring one of the ORIGINAL UNEXPIRED documents in column A OR one from BOTH columns B &amp; C on the attached page titled LISTS OF ACCEPTABLE DOCUMENTS.</li> <li>b. If you are NOT a U.S. Citizen, bring one of the ORIGINAL UNEXPIRED document in column A on the attached page.</li> </ul>
c. If you have selected a U.S. Passport, U.S. Passport Card, Permanent Resident Card, or Employment Authorization Document bring a copy along with the original.
My signature means that I agree to 1.) Call before my appointment if I'm going to be late or not be able to keep my appointment, 2.) Show up wearing the appropriate Business Attire and 3.) Bring this signed form with each original unexpired document in either "A" or "B" as noted above. If I don't follow any of the listed items above, I won't be permitted to continue with the Onboarding to determine if I will be hired and my conditional job offer could be withdrawn as I did not do this condition.  Applicant Signature
On the day of Onboarding confirm that the above items are followed by applicant then fax this form to HR. ONBOARDING SPECIALIST: Did applicant follow and complete items 1, 2 & 3 listed above? YES or NO If not, which item: Ask applicant why it wasn't followed: Onboarding Specialist Name:

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#### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization	OR		LIST B Documents that Establish Identity AN	D	LIST C Documents that Establish Employment Authorization
3.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable ImmIgrant visa Employment Authorization Document that contains a photograph (Form I-766)			Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1.	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and		4. 5. 6. 7.	School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document		Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197)
6.	(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. F 10.	Driver's license issued by a Canadian government authority or persons under age 18 who are unable to present a document listed above: School record or report card Clinic, doctor, or hospital record Day-care or nursery school record	6.	Resident Citizen in the United States (Form I-179)

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



# REQUIRED ATTIRE FOR DANIEL'S ASSOCIATE – DRESS FOR SUCCESS

The following are examples of acceptable and unacceptable attire for a Daniel's employee to wear while working. Each Daniel's employee should only wear acceptable professional business attire whenever working in the store or when attending an onboarding, testing, training or other company meeting unless directed to wear other specific attire on a specific day.

## PROFESSIONAL ATTIRE EXAMPLES FOR WOMEN

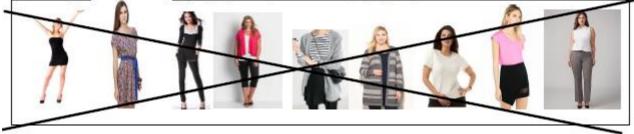
#### ACCEPTABLE

Options include dresses, suits; dressy (regular, slim, straight cut or ankle) pant suits. Coordinated pants or skirts with dressy blouses with a jacket or a blazer or sweater or shrug cardigan (coordinating with the entire outfit).



## NOT ACCEPTABLE

No short tight fitting dresses, leggings, spandex, cotton t-shirts, capri pants, oversized sweaters or cotton casual tops.



## ATTIRE EXAMPLES FOR WOMEN (Cont.)

## ACCEPTABLE

Dress shoes - dressy pumps or flats or dressy open or close toe cork pumps (clean & new looking)



## NOT ACCEPTABLE

No casual sandals, thigh high boots or athletic shoes, casual boots (sketchers, vans, toms, crocs, etc...)



No tube top, off or cold shoulder, spaghetti straps, blouse with exposed midriff or very low neckline.



# **REQUIRED ATTIRE FOR DANIEL'S ASSOCIATE – DRESS FOR SUCCESS (Cont.)**

## PROFESSIONAL ATTIRE EXAMPLES FOR MEN

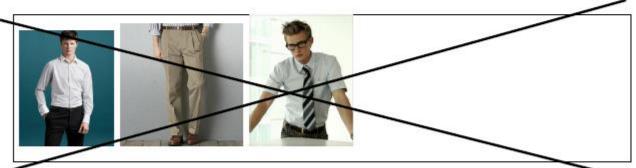
#### ACCEPTABLE

Suits; Sport Coats, dress pants, long sleeve dress shirts with top collar button buttoned & ties pulled up tight



#### NOT ACCEPTABLE

No docker pants and short sleeve shirts



ACCEPTABLE Dress Shoes; clean & new looking with dress socks

<u>NOT ACCEPTABLE</u> No athletic socks or shoes and sandals



#### MEN'S & WOMEN

- Body piercing only in lower ear lobes as sold at Daniel's.
- \* No earring plugs or expanders or anything visible in other piercing.



- Manicured finger and pedicured toe nails (if open toe shoes) - Clean and properly trimmed
- No Gum Chewing and No cell phones on the sales floor
- Must maintain clean hygiene at all times (i.e. washed face, deodorant, fresh breath, clean shaven, etc..)
- Hair Clean, neatly cut in a professional business style
- \* Name badge must be worn at all times

#### Note to Manager: To be completed by Applicant after the conditional job offer has been made during.



In connection with my application for employment, future promotion, re-assignment, or internal investigation one or more consumer reports or investigate consumer reports (or both) may be conducted about you. The reports may include information about your character, general reputation, personal characteristics, and mode of living. These will be obtained through the consumer-reporting agency General Information Services, Inc, P.O. Box 353, Chapin, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is at <u>www.geningo.com</u>. To prepare the reports, GIS may investigate your education, work history, professional licenses and credentials, references, criminal record, lawsuits, driving record, credit history, and any other records with public or private information sources. You may inspect GIS's files about you (in person, by mail, or by phone) by providing identification to GIS. If you do, GIS will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification. If GIS obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed. The Federal Trade Commission provides a summary statement of your rights on its website at http://:www.ftc.gov/credit.

Personal Information: Please print the information requested below to identify yourself for our agency.

Printed name:	First	Middle	Last	Maiden	
Other names used:	First	Widdle	Last	Maiden	
Current and former	addresses:				
from Mo/Yr from Mo/Yr to	Mo /r Mo/Yr	tree Street		City, Ste & Zip	
Some government a will not use it for an	-		quire the following	information when checking for records. Our agency	y
Date of Birth	Social Security I	Number	Driver's License Nu	umber State Name as it appears on license	
Are you a defendant misdemeanor in the	-		er pled 'no contest'	to, or ever been convicted of a felony, or of a	
sealed, expunged, o	r legally eradic	ated; and misdemeanor con	nvictions for which p	nore than two years old; convictions that have been probation was successfully completed or otherwise ic bar to employment. Each case will be considered	
If yes, state the date	e, charge(s), an	d sentence/next court date	:		_
Who should we con	tact in case of e	emergency? Name:		Phone ()	
Report Copy: You m	ay request a co	opy of the report by checkin	ng this box:		
to provide information reports with others for	n about you to Gi r legitimate busi	IS; (c) GIS to provide us one or ness purposes related to your	more reports report l employment. You ack	from any public or private information source; (b) anyone based on that information; and (d) us to share those knowledge that a fax, image, or copy of this authorization applicant or employee with us.	

Signature	Date	Witness	Date

# **RECRUITING REWARDS**

RECRUITING REWARDS JUST GOT EVEN STRONGER! \$200/\$450 ON THE LINE!

IN 2023, FIND/REFER A NEW SALES ASSOCIATE AND YOU AND THAT PERSON COULD NOW BOTH BE REWARDED WITH "\$100.00 EACH" IN CASH SPIFFS! IF THEY GO ON TO BE A SALES CHAMPION YOU GET AN EXTRA \$250.00 BONUS! WHO WILL YOU FIND?

When a current manager or associate <u>"RECRUITS"</u> a new sales associate, they along with the new associate will BOTH earn a \$100.00 cash spiff once the associate has completed 90 days of employment and made a minimum of one (1) personal sales quota. If/when that same associate attends the annual Champions celebration in their first qualifying year, you get an additional \$250.00, WOW!

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## **PROGRAM DETAILS:**

1. The initial 200.00 (100.00 each) in cash spiffs will be paid the month following the recruited associate's  $3^{rd}$  complete month of employment.

2. No spiff is earned for simply interviewing an applicant that applied on their own, through a posted ad *(Indeed, job posting, etc.)*. The new associate MUST NAME you as the person that recruited them to join the company. You must have FOUND the person and convinced them to apply.

3. When the same person that resulted in the two of you earning the \$200.00 in cash spiffs becomes a Champion in their first qualifying year, YOU PERSONALLY will earn an EXTRA \$250.00 bonus, paid via regular paycheck upon qualifying.

4. You and the recruited associate must be employed by the company at the time of either qualifying payout.

5. We will be tracking progress, but feel free to inquire with your RDM if you believe you have earned one of the above mentioned payouts.

# WHO CAN YOU FIND THAT IS MOTIVATED BY MONEY, CAN SELL AND BE A GREAT FIT WITH OUR COMPANY?

# GET YOUR SHARE OF THE RECRUITING REWARDS!

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