



Employment Application

"It takes a dream to create a successful business idea. It takes people to make dreams a reality."
- Ingvar Kamprad, founder of IKEA

Please read carefully/print clearly in ink. Please inform the IKEA Human Resources department if you need assistance completing any forms or to otherwise participate in the application process. IKEA is an equal opportunity employer.

General Information

Home Phone _____

Business Phone _____

Full Name _____
First Middle Last

Other last name used _____

Present Address _____

City _____ State _____ Zip _____

Email _____

Have you ever applied to IKEA? Yes No If yes, where? *Approximate date/mo./yr.* _____

Have you ever worked for IKEA? Yes No If yes, where? *Approximate date/mo./yr.* _____

How did you learn about IKEA?

IKEA Website Internet Job Board Advertisement Friend Walk-in Radio Job Fair On Campus

Current IKEA employee *please provide name* _____ Other

Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, do you have the appropriate and necessary working permits or other authorization to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you now or in the future require sponsoring for employment visa status (e.g., H-1B visa status)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: If hired, you must complete Section 1 on Form I-9 required by the U.S. Immigration and Naturalization Service no later than your first day of work and provide the documentation required by Section 2 no later than three (3) business days after you start work. A copy of the back of Form I-9, listing acceptable documentation, is attached.</i>
---	--

Position applying for: _____ Expected salary *hourly rate/annual* \$ _____

Preferred number of hours to work per week: _____ minimum hours _____ maximum hours _____

Schedule Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

IKEA is committed to accommodating an individual's religious beliefs and practice and making reasonable accommodations to assist disabled individuals to perform essential job functions. If you believe that you may need such an accommodation related to scheduling, please contact Human Resources so that we may consider your scheduling needs on an individualized basis.

If required, are you willing to travel <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, percentage of time willing to travel: _____%	If required, are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> US East <input type="checkbox"/> US West <input type="checkbox"/> Canada <input type="checkbox"/> US Southeast <input type="checkbox"/> US Southwest <input type="checkbox"/> Europe <input type="checkbox"/> US Mid-West <input type="checkbox"/> Asia
---	--

Background Information

Disclaimer: if an offer for employment is presented, and with consent, IKEA performs thorough background checks. A criminal conviction will not necessarily exclude a candidate from consideration. Rather, each situation will be assessed on an individual basis, consistent with applicable law.

Work Experience

 List the last three Employers, most recent employment first. You may include volunteer work.

Name of employer _____ Employed from (mo/yr) _____ to _____

Address _____ Phone _____ Reason for leaving? Voluntary Resignation
 Involuntary Discharge/
 Mutual Agreement

Position _____ Salary _____

Last or current supervisor _____ May we contact? Yes No Explain Reason for Leaving: _____

Name of employer _____ Employed from (mo/yr) _____ to _____
 Address _____ Phone _____ Reason for leaving? Voluntary Resignation
 Position _____ Salary _____ Involuntary Discharge/
 Last or current supervisor _____ May we contact? Mutual Agreement
 Yes No Explain: _____

Name of employer _____ Employed from (mo/yr) _____ to _____
 Address _____ Phone _____ Reason for leaving? Voluntary Resignation
 Position _____ Salary _____ Involuntary Discharge/
 Last or current supervisor _____ May we contact? Mutual Agreement
 Yes No Explain: _____

Education *List last 3 Schools attended*

School & Location (City, State) _____	Major/Minor _____	No. Years _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
School & Location (City, State) _____	Major/Minor _____	No. Years _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
School & Location (City, State) _____	Major/Minor _____	No. Years _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business References

Name _____	Relationship _____	Name _____	Relationship _____
Company & Location (City, State) _____		Company & Location (City, State) _____	
Business Phone _____	Email _____	Business Phone _____	Email _____

NOTIFICATION AFFECTING RIGHTS *Please read before signing*

I certify that all answers given by me are true, accurate, and complete. I understand that the 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 when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. Receipt of this application does not imply that the applicant will be employed.

IKEA is an equal opportunity employer. IKEA does not discriminate in recruitment, hiring or terms or conditions of employment on the basis of race, ethnicity, ancestry or place of birth, color, creed, religion, sex, including sexual harassment, transgender status, pregnancy, childbirth and other pregnancy-related conditions, marital status (including familial status), domestic partnership or civil union status, age, national origin, disability, veteran status, military duty or status, medical condition as defined by applicable state law, genetic information, sexual orientation, gender identity or expression, or any other classification protected by federal, state or local laws and ordinances. IKEA also provides reasonable accommodations to individuals with disabilities to assist in the hiring process and to qualified individuals with disabilities, as required by federal, state or local law. IKEA is committed to reasonable accommodation of individuals' religious beliefs and practices and reasonable accommodation of individuals with disabilities. If you have a disability and require assistance to complete the application process (such as a qualified sign language interpreter or other personal assistance), please contact us or visit your nearest IKEA store or Distribution Center.

I understand that if I have a protected disability that affects my ability to do the job I seek, I may ask to attempt to make a reasonable accommodation for it. I must make my request in writing to the Human Resources Department as soon as possible. For Michigan applicants, under the Michigan Persons with Disabilities Civil Rights Act, such notice must be given no later than 182 days after the date I know or reasonably should know that accommodation is needed.

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 IKEA from all liability that might result from making an investigation.

If hired, I understand employment at IKEA can be terminated at any time, by the coworker or IKEA, for any reason, with or without cause, with or without notice. Consistent with this policy of "At-will" employment, IKEA may discipline, demote, or reassign job responsibilities or decrease pay of coworkers at any time, for any reason, at its sole and absolute discretion, in accordance with applicable law.

I also agree to abide by IKEA policies, rules, and regulations. I further understand that no representation, whether oral or written, by any representative or agent of IKEA, at any time, can constitute a contract of employment - I understand that IKEA and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change all policies, procedures, benefits, or other terms or conditions of employment. No representative or agent of IKEA has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit, or other term or condition of employment other than in a document signed by the President.

MASSACHUSETTS LIE DETECTOR LAW- "IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY."

MARYLAND POLYGRAPH TEST LAW - "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 POLYGRAPH TEST OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."
Please sign and date here:

Signature _____ Date _____

Smoking is prohibited in all indoor locations in any IKEA facility, with exception of designated, enclosed smoking rooms or outdoor smoking areas. The location of designated smoking areas may be dictated by local laws. Arizona and Washington State Applicants: Arizona and Washington Laws prohibits smoking in all enclosed areas of public places, including inside any places of employment. No smoking is allowed within any of IKEA's facilities or within 20 feet of any doorway or window of any of its facilities in Arizona. In Washington, no smoking is allowed within 25 feet of any entrance, exit, window that opens, or ventilation intake of any IKEA facility.

IKEA may be inquiring into your credit history and obtaining a credit report and will do so only when it has a bona fide purpose that is substantially job related for requesting or using information in your credit report or credit history. IKEA may present to you additional authorizations to obtain your background information. further authorize the listed employers, schools and personal references to give IKEA (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have, and hereby waive any actions which I may have against either party(ies) for providing such information reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT, HAVING NO SPECIFIED TERM, IS BASED UPON MUTUAL CONSENT AND MAY BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, BY EITHER PARTY (IKEA OR ME) WITHOUT PRIOR NOTICE TO THE OTHER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE PRESIDENT OF IKEA, THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION.

I further understand and agree that, if hired, upon termination of my employment, I will promptly return all property in my custody belonging to IKEA, including, but not limited to, office keys, key cards, manuals and computer equipment. This application is current for 60 days. At the conclusion of that time, if I have not heard from IKEA and still wish to be considered for employment, it will be necessary to complete a new application.

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in my termination from employment.

Acknowledgement (Applicant Signature) _____ Date _____

PUBLIC RECORDS DISCLOSURE STATEMENT: I acknowledge that in connection with my application for employment or subsequent employment, IKEA may collect, assemble, evaluate, compile, report, transmit, transfer or communicate information on my character, general reputation, personal characteristics or mode of living which are matters of public record without using a third party investigative consumer reporting agency. Matters of public record are defined as records documenting an arrest, indictment. Conviction, civil judicial action, tax lien, or outstanding judgment. I understand that such public record information generally must be disclosed to me within seven days of the date the information is received, regardless of whether it is received orally or in writing. I understand that I may waive my right to receive such information.

By checking this box, I hereby waive my right to any such disclosure.