

Job title	<i>General Employee</i>
Reports to	<i>DPAC Owner and Manager</i>

Job purpose

The employee hired for this position will fill a full time position of 40 hours per week or more. The position will handle a wide variety of duties to help DPAC manage day to day operations.

Duties and responsibilities

Duties will include, but not limited to, the following:

- Greeting customers in a professional and friendly manner
- Booking shooters and students into the ranges and classrooms
- Giving tours of the range and facility
- Selling retail products, including firearm, accessories, duty gear, etc.
- Firearm instruction
- Range maintenance and cleaning
- Shipping and receiving of merchandise
- Cleaning and organizing the DPAC facility
- Additional duties directed by management

Qualifications

Qualifications include:

- High School Diploma or GED
- College degree a bonus
- Additional firearm education a bonus
- Additional experience a bonus
- Pay will be based on the applicants experience and training

Working conditions

This full time position is 40 hours per week. The work shift will include some weekdays, weeknights, and weekends.

Physical requirements

The full time position will require the employee to be able to work full time. The employee will be required to be mobile in the facility because the business is on several floors. This will require the ability to handle stairs, cleaning, and some lifting.

Direct reports

The employee will report to the Owner and/or manager daily for duties.

Approved by:	<i>Scott Whiting, Owner</i>
Date approved:	<i>05/02/2018</i>
Reviewed:	<i>05/02/2018</i>

Please provide a photo of your driver's license with the job application for a background check.

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time

Part time

Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	