



EMPLOYMENT APPLICATION Date \_\_\_\_\_

Position Desired: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_ Email \_\_\_\_\_

Are you of legal age? \_\_\_\_\_ Are you over 21? \_\_\_\_\_ If under 18, date of birth \_\_\_\_\_

Date available to begin work \_\_\_\_\_ Total hours desired per week \_\_\_\_\_

Are you able to work?  Full time  Part time  Year Around  Weekends  Holidays  All

Temporary/Seasonal If temporary position, end date of work \_\_\_\_\_

The position for which you are applying may require work on Saturdays, Sundays, and holidays. Are you willing and able to work such a schedule? \_\_\_\_\_ If not, state restrictions: \_\_\_\_\_

Are there other days/hours that you are unable to work? \_\_\_\_\_ If yes, state specifics: \_\_\_\_\_

Do you have specific salary requirements? \_\_\_\_\_ If yes, please indicate \_\_\_\_\_

How did you learn of this position?  Website  Relative  Walk-in  Friend  Newspaper

Which paper? \_\_\_\_\_ List any friends or relatives who are presently, or have in the past, worked for us: \_\_\_\_\_

Volunteer Work, Hobbies and Interests: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No Are you legally eligible for employment in this country?  Yes  No

Have you applied for a position with us before?  Yes  No Have you been employed by us before?  Yes  No

Emergency Contact Information: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please complete in full even though you may have a resume. List employment starting with your most recent position.  
Account for any time in which you were unemployed by stating the nature of your activities.

EMPLOYER: \_\_\_\_\_ Employment Dates: \_\_\_\_\_  
Type of Business \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Duties/Responsibilities: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact?  Yes  No Phone: \_\_\_\_\_

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Have you ever been disciplined or discharged for absenteeism or tardiness?  Yes  No If yes, please explain:

Have you ever been disciplined or discharged for any other reason?  Yes  No If yes, please explain: \_\_\_\_\_

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## EDUCATION/TRAINING/CERTIFICATES

Type of School	Name and Location of School	Degree/Area of Study	# Yrs Completed	Graduated?
High School:	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	City/State: _____			
College:	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	City/State: _____			
Graduate School:	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	City/State: _____			
Trade/Other:	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	City/State: _____			

## REFERENCES

Give name, address and telephone number of three professional references not related to you.

Name	Address	Occupation	Telephone
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

## RESTAURANT SKILLS & EXPERIENCE (Please circle any prior restaurant experience)

Management	Bussing	Dishwasher	Chef	Waiter/Waitress	Bookkeeping
Host/Hostess	Catering	Pantry/Prep	Pastry Chef	Bartender	Line Cook

List additional experiences, skills or qualifications which are of benefit in the job for which you are applying:

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Have you ever been convicted of a felony or misdemeanor in the last seven years?  Yes  No If yes, give date, city, nature of offense and disposition (Note: A conviction will not necessarily be a bar to employment): \_\_\_\_\_

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### PRE-EMPLOYMENT STATEMENT:

I hereby certify that all the information submitted by me on this application form is true and complete. I authorize investigation of all statements contained on this application form and permit this organization to obtain any transcripts, records or documents pertaining to my education, background or business experience. I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected or if I am employed, my employment may be terminated at any time. If any employment relationship is established, I understand that I retain the right to terminate my employment at any time and that this organization retains the same right. I also understand that my terms of employment can be changed at any time, with or without cause or notice, by this organization. I also understand that I am required to abide by all rules and regulations of this employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_