



Application for Employment

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

Date _____

Referred by: _____

Personal Information

Name _____ Social Security Number _____
Last First Middle

Current Address _____
Street Apt. Number P O Box

City/Town _____ State _____ Zip _____

Mailing Address _____
If Different from current address

Telephone Number _____
Please include area code Home Cell Pager e-mail address

Position Applying For: _____ Date you can start _____

Employment: Full-Time Part-Time Seasonal **Shift:** Days Afternoons/Evenings Other _____

Are you willing to work overtime? Yes No Are you currently employed? Yes No

If so, may we inquire of your present employer? Yes No

Have you ever applied here before? Yes No When? _____

Are you legally eligible to work in the United States? Yes No
Proof of U.S. citizenship/residency is required upon being hired

If you are under 18, do you have a work permit? Yes No

Have you been convicted of a felony or a crime in the past 7 years? Yes No

If yes, please explain _____

Note: This question does not apply to convictions, which have been expunged. (A conviction record will not necessarily be a bar to employment.)

Education/Background

Do you have a high school diploma? Yes No GED

If yes, what school did you graduate from? _____

If no, what is the highest grade you have completed? _____

Check the highest level of college you have completed: 1 Year 2 Years 3 Years 4 Years

Post graduate study

Name of College or University attended _____

Trade, Business or Graduate School _____

Course of study and degrees _____

List other training you have received _____

List any specialized technical skills (*i.e. cooking, computer programmer/language, equipment operation, special tools or machines used*). _____

Work Experience

(List below last four employers, starting with your present or last place of employment.) You may include in such history any verified work performed on a volunteer basis.

<i>Date Month/Year</i>	<i>Name and Address of Employer</i>	<i>Rate/ Salary</i>	<i>Position</i>	<i>Name of Supervisor</i>	<i>Reason for Leaving</i>

References

Please list three personal references who are not related to you, whom you have known at least three years. (*I.E. These people may be co-workers, teachers, associates, neighbors, friends or clergy.*)

Name _____ Address _____ Telephone Number _____

Relationship to you _____ Years known _____

Name _____ Address _____ Telephone Number _____

Relationship to you _____ Years known _____

Name _____ Address _____ Telephone Number _____

Relationship to you _____ Years known _____

Availability

Breakfast (6 AM –10 AM)

Lunch (10 AM – 4 PM)

Dinner (4 PM– Closing)

A= Available

N/A= Not Available

Availability to Work

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Breakfast</i>							
<i>Lunch</i>							
<i>Dinner</i>							

Preferred Schedule

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Breakfast</i>							
<i>Lunch</i>							
<i>Dinner</i>							

Schedule Restrictions (School, Other Employment, etc.)

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Breakfast</i>							
<i>Lunch</i>							
<i>Dinner</i>							

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

Signed _____ Date _____

For Office Use Only

Application received by: _____ Date _____

Application forwarded to: _____ Date _____

Application forwarded to: _____ Date _____

Action taken: None Interview Scheduled

Scheduled Interview #1 Date _____ Time _____

Interviewed by: _____
Managers Name

Interview Notes _____

Scheduled Interview #2 Date _____ Time _____

Interviewed by: _____
Managers Name

Interview Notes _____

Checked References Yes No Dated Checked _____

Comments _____

Completed by: _____ Title _____

Job offered: Yes No Date _____ Accepted Declined

Employee Start Date _____

If position is accepted, complete "PAR" Personal Action Request Form and submit to Payroll Administrator immediately.

Employee must report to the Payroll Administrator for orientation prior to start date, Monday – Friday, 9AM – 4:30 PM.