

# Application For Employment

An Equal Opportunity Employer



**PERSONAL:** (Please Print)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
No. Street City State Zip Code

Telephone: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If you are under 18 years of age, could you furnish a work permit?.....  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No  
 (Proof of U.S. Citizenship or immigration status will be required upon employment.)

**RESTAURANT EXPERIENCE:** (Please check any prior restaurant experience)

- Management       Bartender       Cook       Chef
- Waiter/tress       Host/Hostess       Bus/Dishwasher       Deliveries
- Cashier       Catering       Banquets       Bookkeeping
- Other (Please Specify): \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

- Have you ever been employed by this Restaurant before?.....  Yes  No
- Are you currently employed?.....  Yes  No      Date Available: \_\_\_\_\_
- May we contact your current employer?.....  Yes  No
- If a position requires travel, do you have a valid drivers license?.....  Yes  No      Salary Desired: \_\_\_\_\_
- Have you ever been convicted of a felony in the last seven (7) years?.....  Yes  No  
 (Conviction will not automatically disqualify an applicant from employment.)

If Yes, please explain: \_\_\_\_\_

List any special skills, experiences, or qualifications which may benefit you in the job for which you are applying: \_\_\_\_\_

**AVAILABILITY** - List hours available to work per week:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		<input type="checkbox"/> Full-Time  <input type="checkbox"/> Part-Time
From	To	From	To	From	To	From	To	From	To	From	To	From	To	

**EDUCATIONAL BACKGROUND:**

	School Name and Address	Years Completed	Diploma Degree	Subjects Studied
High School				
College				
Graduate School				
Trade, Business or Vocational School				

**EMPLOYMENT HISTORY:** (List the last 3 employers, starting with the last one first. Include any volunteer activities or military experience.)

<b>1. Name and Address of Employer</b>			<b>Telephone</b>
<b>From</b>	<b>To</b>	<b>Job Title</b>	<b>Supervisor</b>
Describe Major Duties: _____			
<b>Reason for Leaving</b>		<b>Starting Salary</b> \$ _____ Per _____	<b>Final Salary</b> \$ _____ Per _____

  

<b>2. Name and Address of Employer</b>			<b>Telephone</b>
<b>From</b>	<b>To</b>	<b>Job Title</b>	<b>Supervisor</b>
Describe Major Duties: _____			
<b>Reason for Leaving</b>		<b>Starting Salary</b> \$ _____ Per _____	<b>Final Salary</b> \$ _____ Per _____

  

<b>3. Name and Address of Employer</b>			<b>Telephone</b>
<b>From</b>	<b>To</b>	<b>Job Title</b>	<b>Supervisor</b>
Describe Major Duties: _____			
<b>Reason for Leaving</b>		<b>Starting Salary</b> \$ _____ Per _____	<b>Final Salary</b> \$ _____ Per _____

**REFERENCES:** (List the names of three persons, not related to you, who have known you for at least two years.)

NAME	ADDRESS	OCCUPATION	PHONE#
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**PRE-EMPLOYMENT STATEMENT:**

"I 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: \_\_\_\_\_

**FOR EMPLOYER USE ONLY - APPLICANT DO NOT WRITE IN THIS SECTION**

Interviewed:  Yes  No Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks/Notes: \_\_\_\_\_

Employed:  Yes  No Job Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Job Status: F.T. P.T. Regular Temporary

Hiring Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_