

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

FOR OFFICE USE ONLY	
Location: _____	Rate: _____
Position: _____	Date: _____

## PERSONAL

Email Address \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Telephone No. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Number
Street
Apt

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.?  Yes  No... (If yes, verification will be required.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes. When? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)

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HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

## RECORD OF EDUCATION

School	Name and Address of School	Course Of Study	Check Last Year Completed	Did You Graduate?	List Of Diploma or Degree
Elementary		<b>X</b>	5 6 7 8	<input type="checkbox"/> Yes	<b>X</b>
				<input type="checkbox"/> No	
High			1 2 3 4	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

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**List below all present and past employment, beginning with your most recent**

Name and Address of Company and Type of Business	From		To		Describe the work YOU did
	Mo	Yr	Mo	Yr	
Telephone					

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Telephone					

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	Mo	Yr	Mo	Yr	
Telephone					

**PERSONAL REFERENCES (Not Former Employers or Relatives)**

Name and Occupation	Address	Phone Number

**ALL PERSONS HIRED ARE SUBJECT TO A 90 DAY TRIAL PERIOD**

As a part of the Company's continuing affirmative action efforts and pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the Company endorses following policy:

- 1 It is illegal and against the policies of this company for any employee, male or female, to sexually harass another employee by (a) Making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment. or (b) Making submission to or rejections of such conduct the basis for employment decisions affecting the employee. or (c) creating a hostile or offensive working environment by such conduct.
- 2 Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately, (within 48 hours after the alleged harassment occurs) to Fred Hoffmann, Debbie Vanocora in H.R. or Judy Diller in The Corporate Office. An investigation of all complaints will be undertaken immediately. Any supervisor, agent or other employee who has been found by the Company after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions depending on the circumstances, from a warning in his or her file up to and including termination. The Company recognizes that the question of whether a particular action or incident is a Purely personal. social relationship without a discriminatory employment effect requires a factual determination based on all facts in this matter. Given the nature of this type of discrimination, the Company recognizes also the false accusations of sexual harassment can have serious effects on innocent women and men. We trust that all employees of the Company will continue to act responsibly to establish a pleasant working environment free of discrimination. The Company encourages any employee to raise Questions he or she may have regarding discrimination or affirmative action with the Company's Personnel office.

I have read and understand the application and I hereby give permission to contact the employers listed above concerning my prior work experience

Signed

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

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**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. Further understand In making this application for employment I authorize you to make an investagative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or

**STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY:** This firm is an equal opportunity employer. All applicants for employment are considered without regard to race, color, age, sex, religion, This company hereby notifies all tipped employees that you will receive an hourly wage less than the state and federal minimum wage because your tips are being used to make up the difference **reporting for tipped employees and fully understand.**

Signature of Applicant