

POSITION APPLIED FOR

APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY

DATE

DATE STARTED
EMPLOYEE NUMBER
DEPARTMENT
KITCHEN BAR DINING ROOM OTHER

(Please answer all questions)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NOTICE: Applicant should read the following information carefully before filling out any of the questions in this form. We are an equal opportunity employer and fully subscribe to the principles of equal opportunity. It is our policy to work and employ the best qualified personnel in all positions without regard to race, color, religion, sex, disability, national origin, or any other basis made unlawful by either state or federal law. It is our policy to comply with all federal and state employment statutes. Information requested on this application will not be used for any purpose prohibited by law.

NAME: LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS/STREET CITY STATE ZIP CODE

PHONE: () How long have you lived at the above address? _____

Are you 18 years or older? Yes No If not, state date of birth: _____

If under age 18, how many hours per week are you employed elsewhere? _____ hrs.

Have you had any name changes this employer should know about in order to verify job or education history? Yes No _____

Do you have transportation to and from work? Yes No Previous Name

Are you authorized to work in the U.S.? Yes No

Position applied for? Date you can start: Salary desired:

Are you applying for:

Full Time Part Time Temporary Days Only Nights Only Days/Nights

Who recommended you for this position? _____

EDUCATION

SCHOOLING	NAME/ADDRESS OF SCHOOL	GRADE/DEGREE COMPLETED	GRADUATE YES	NO
High School				
College or University				
Other(Specify)				
Military Service Schools attended				

Military Service Record	War Veteran yes ___ no ___	Branch	From: (Date)	To: (Date)	Highest Grade
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PLEASE CIRCLE THE KIND OF WORK YOU HAVE DONE

- | | | | | |
|------------|----------------------|-----------------|--------------|-------------------------|
| Bartender | Cook Helper | Fountain | Porter | Vegetable Cook |
| Bookkeeper | Counter | Host or Hostess | Pot Washer | Wait Staff |
| Bus Person | Cashier | Kitchen Helper | Salad | Wait Staff-Arm Service |
| Carver | Dietitian | Manager | Sandwiches | Wait Staff-Tray Service |
| Chef | Dishwasher | Pantry | Stenographer | |
| Cook | Food Prep Technician | Pastry Cook | Typist | |

PREVIOUS RESTAURANT EXPERIENCE

(LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST)

COMPANY NAME	COMPANY BUSINESS	YOUR POSITION	IMMEDIATE SUPERVISOR	TITLE	EMPLOYMENT DATES	YEARLY SALARY	REASON FOR LEAVING
1					Date Started	Salary	
Address					Date Left	Salary	
Phone							

JOB DUTIES _____

2					Date Started	Salary	
Address					Date Left	Salary	
Phone							

JOB DUTIES _____

3					Date Started	Salary	
Address					Date Left	Salary	
Phone							

JOB DUTIES _____

4					Date Started	Salary	
Address					Date Left	Salary	
Phone							

JOB DUTIES _____

Are there any job duties that you would be unable to perform? _____

Is there anything we could do to accommodate you so you could perform all the required job duties? _____

Have you ever applied to this company before? Yes No If yes, where? _____ When? _____

Are you now employed? Yes No Telephone Number _____

IN CASE OF EMERGENCY NOTIFY: (NAME, ADDRESS, PHONE, RELATIONSHIP, IF ANY)

- I authorize investigation of all statements contained in this application
- I understand that misrepresentation or omission of facts called for is cause for dismissal and that my employment is substantially dependent on truthful answers to the foregoing inquiries.
- I have read these statements and answers to these inquiries. Yes No

DATE

SIGNATURE