

POSITION APPLIED FOR \_\_\_\_\_

DATE \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

*(Please answer all questions)*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

FOR OFFICE USE ONLY

DATE STARTED \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

DEPARTMENT  
 Kitchen  Bar  Dining Room  Other

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 seek and employ the best qualified personnel in all positions without regard to race, color, religion, age, 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    CITY    STATE ZIP CODE                      COUNTRY

(\_\_\_\_\_) \_\_\_\_\_ How long have you lived at above address? \_\_\_\_\_

PHONE \_\_\_\_\_

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

Previous Name \_\_\_\_\_

Do you have transportation to and from work?  Yes  No 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 AND ADDRESS OF SCHOOL			GRADE or DEGREE COMPLETED	GRADUATE	
					YES	NO
High School						
College or University						
Others (Specify)						
Military Service Schools Attended						
Military Service Record	War Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	From: (Date)	To: (Date)	Highest Grade	

**PLEASE CHECK THE KIND OF WORK YOU HAVE DONE:**

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

# PREVIOUS RESTAURANT EXPERIENCE

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

EMPLOYMENT - Last Company First	COMPANY BUSINESS	YOUR POSITION	IMMEDIATE SUPERVISOR	TITLE	EMPLOYMENT DATES	YEARLY SALARY	REASON FOR LEAVING
1) Company Name					Date Started	Salary	
Address					Date Left	Salary	
Phone							
Job Duties							
2) Company Name					Date Started	Salary	
Address					Date Left	Salary	
Phone							
Job Duties							
3) Company Name					Date Started	Salary	
Address					Date Left	Salary	
Phone							
Job Duties							
4) Company Name					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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____ When? _____							
Are you now employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone number _____							
IN CASE OF EMERGENCY NOTIFY — (NAME, ADDRESS, PHONE) RELATIONSHIP, IF ANY							
1. I authorize investigation of all statements contained in this application.							
2. 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.							
3. I have read these statements and answers to these inquiries. <input type="checkbox"/> Yes <input type="checkbox"/> No							
Date: _____ Signature: _____							

