

|                      |
|----------------------|
| 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<br>Kitchen Bar Dining Room Other |

**NOTICE: Applicant should read the following information carefully** before filling out any of the questions on 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 \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

PHONE \_\_\_\_\_

Are you 18 years old or older?  Yes  No If not, state date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

If under age 18, how many hours per week are you employed elsewhere? \_\_\_\_\_ hours

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

-CONTINUED ON REVERSE SIDE-

# 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 _____<br>Address _____<br>Phone _____ |                  |               |                      |       | Date Left        | Salary        |                    |

Job Duties \_\_\_\_\_

|   |  |  |  |  |              |        |  |
|---|--|--|--|--|--------------|--------|--|
| 2) Company Name _____<br>Address _____<br>Phone _____ |  |  |  |  | Date Started | Salary |  |
|   |  |  |  |  | Date Left    | Salary |  |

Job Duties \_\_\_\_\_

|   |  |  |  |  |              |        |  |
|---|--|--|--|--|--------------|--------|--|
| 3) Company Name _____<br>Address _____<br>Phone _____ |  |  |  |  | Date Started | Salary |  |
|   |  |  |  |  | Date Left    | Salary |  |

Job Duties \_\_\_\_\_

|   |  |  |  |  |              |        |  |
|---|--|--|--|--|--------------|--------|--|
| 4) Company Name _____<br>Address _____<br>Phone _____ |  |  |  |  | Date Started | Salary |  |
|   |  |  |  |  | Date Left    | Salary |  |

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

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 forgoing inquiries.
3. I have read these statements and answers to these inquiries.  Yes  No

Date \_\_\_\_\_ Signature \_\_\_\_\_

