



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

## PLEASE PRINT CLEARLY

Position Applying for:  Manager  Cook  Dishwasher  Server  Bartender  Food Runner/Busser  Host Date \_\_\_\_\_

How did you find out about this job?  Newspaper  Employee  Walk-In  Relative  Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## APPLICANT INFORMATION

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

Street Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ If you are under 18 years of age, can you furnish a work permit? \_\_\_\_\_

If the job you are applying for requires driving: Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of citizenship or immigration status is required if hired.)

Have you been convicted of a crime? (Massachusetts' applicants should not include misdemeanor convictions; California applicants should not include marijuana-related convictions that occurred more than two years prior to the application date.)  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? \_\_\_\_\_ If yes, give dates of service: From \_\_\_\_\_ To \_\_\_\_\_

List any special skills or training: \_\_\_\_\_

## EMPLOYMENT INFORMATION

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

Have you worked for this organization before? \_\_\_\_\_ If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all tasks with or without reasonable accommodation? \_\_\_\_\_ Please describe which tasks, if any, you will need accommodation to perform and explain what type of accommodation you will need:

Please describe: \_\_\_\_\_

# EDUCATION

Circle Highest Level Achieved

Elementary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 G.E.D.

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

If attending high school, are you enrolled in a co-op program:  Yes  No \_\_\_\_\_

Degree and Major: \_\_\_\_\_

If yes, identify program and school: \_\_\_\_\_

Minor: \_\_\_\_\_

# WORK HISTORY

Please begin with most recent

1. Company \_\_\_\_\_ Phone with Area Code \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_  
Specific Reason for Leaving: \_\_\_\_\_

2. Company \_\_\_\_\_ Phone with Area Code \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_  
Specific Reason for Leaving: \_\_\_\_\_

3. Company \_\_\_\_\_ Phone with Area Code \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_  
Specific Reason for Leaving: \_\_\_\_\_

4. Company \_\_\_\_\_ Phone with Area Code \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_  
Specific Reason for Leaving: \_\_\_\_\_

For reference purposes: Have you worked for any of these organizations or attended school under a different name? \_\_\_\_\_

If yes, please provide name and organization(s): \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, please list employers you do not wish us to contact and why: \_\_\_\_\_

# AUTHORIZATIONS AND AT-WILL EMPLOYMENT AGREEMENT

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**(Please read carefully, then sign and date below)**

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

**AT-WILL EMPLOYMENT AGREEMENT**

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment at-will status and such a change may only be done in writing. I have read, understand and agree to the above.

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

Name (Please print) \_\_\_\_\_