



# Application for Employment

(Equal Employment Opportunity Employer)

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.  
ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.  
IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

Circle position(s) applied for: COOK / PREP COOK / DISHWASHER / SERVER / HOST-BUSSER / MANAGER

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Applicant Information

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

CONTACT PHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that false information will be grounds for refusal to hire or for immediate discharge if discovered at a later date if I am hired.

YES  NO

I authorize any persons or organizations named in this application to give Reedville Cafe, Inc. complete information and my records regarding my employment, education, character and other qualifications.

YES  NO

If hired, I will be responsible for familiarizing myself with all the rules and regulations of Reedville Cafe, Inc. as they presently exist, or are later modified.

YES  NO

### 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, my employment with the Reedville Cafe is on an at-will basis. This means the employment relationship may be terminated by me or by Reedville Cafe for any reason not prohibited by law. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing.

YES  NO

I also understand that no representative of Reedville Cafe, Inc. has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

YES  NO

I have read, understand, and agree to the above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION IS VALID FOR ONLY NINETY (90) DAYS FROM DATE SIGNED.  
IF I WANT TO BE CONSIDERED FOR JOB OPENINGS MORE THAN NINETY (90) DAYS FROM  
THE DATE SIGNED, I WILL SUBMIT A NEW APPLICATION.

# Employment Information

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

Are you employed now?  YES  NO May we contact your present employer?  YES  NO

Are you legally eligible for employment in the U.S.?  
(Proof of U.S. citizenship or immigration status is required if hired.)  YES  NO

Have you been convicted of a crime?  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 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 (circle all that apply): Overtime? Nights? Days? Weekends? Holidays?

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

Have you ever 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 \_\_\_\_\_

## EDUCATION (circle highest level achieved)

HIGH

COLLEGE

GRADUATE

CULINARY

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

Years Completed: 9 10 11 12 1 2 3 4 1 2 3 4

Main Course of Study: \_\_\_\_\_

## REFERENCES

List three non-relatives who are familiar with your qualifications, actual work history and abilities.

NAME	OCCUPATION/RELATIONSHIP	YEARS KNOWN	TELEPHONE
------	-------------------------	-------------	-----------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Work History *(please begin with most recent)*

Company: \_\_\_\_\_

PHONE NUMBER WITH AREA CODE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME & TITLE: \_\_\_\_\_

DESCRIBE DUTIES BRIEFLY: \_\_\_\_\_

SPECIFIC REASON FOR LEAVING: \_\_\_\_\_

Company: \_\_\_\_\_

PHONE NUMBER WITH AREA CODE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME & TITLE: \_\_\_\_\_

DESCRIBE DUTIES BRIEFLY: \_\_\_\_\_

SPECIFIC REASON FOR LEAVING: \_\_\_\_\_

Company: \_\_\_\_\_

PHONE NUMBER WITH AREA CODE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME & TITLE: \_\_\_\_\_

DESCRIBE DUTIES BRIEFLY: \_\_\_\_\_

SPECIFIC REASON FOR LEAVING: \_\_\_\_\_

Company: \_\_\_\_\_

PHONE NUMBER WITH AREA CODE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME & TITLE: \_\_\_\_\_

DESCRIBE DUTIES BRIEFLY: \_\_\_\_\_

SPECIFIC REASON FOR LEAVING: \_\_\_\_\_

Company: \_\_\_\_\_

PHONE NUMBER WITH AREA CODE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME & TITLE: \_\_\_\_\_

DESCRIBE DUTIES BRIEFLY: \_\_\_\_\_

SPECIFIC REASON FOR LEAVING: \_\_\_\_\_