

APPLICATION FOR EMPLOYMENT

TEMPLATE

PERSONAL INFORMATION

NAME: _____ SSN _____

ADDRESS: _____

PHONE: _____ BIRTHDATE: _____

EMPLOYMENT DESIRED

BANQUET/PARTY WAIT STAFF: _____ SALARY DESIRED: _____

FOOD PREP/DISHWASHER: _____ SALARY DESIRED: _____

WHAT HOURS WILL YOU BE AVAILABLE TO WORK? _____

ARE YOU EMPLOYED NOW? _____ MAY WE CONTACT YOUR EMPLOYER? _____

CURRENT EMPLOYER NAME & PHONE NUMBER: _____

GENERAL INFORMATION

SPECIAL SKILLS OR SCHOOLING: _____

U.S. MILITARY SERVICE: _____ RANK: _____

CURRENTLY ACTIVE DUTY: _____ OR RETIRED: _____

REFERENCES

(Give The Names Of Two People Not Related To You, Whom You Have Known At Least One Year)

IF WE CANNOT CONTACT YOUR REFERENCES, WE WILL NOT CONSIDER YOUR APPLICATION FOR EMPLOYMENT WITH THIS COMPANY.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

EMPLOYMENT HISTORY

(List Below Last Three Employers, Starting With Last One First. You MUST complete all information)

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	PHONE NUMBER OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM TO					
FROM TO					
FROM TO					

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY

KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

SIGNATURE: _____ DATE: _____

IN CASE OF EMERGENCY PLEASE NOTIFY, NAME: _____

ADDRESS: _____ PHONE: _____

—

—