

**Application for Employment**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **PLEASE PRINT OR TYPE** |  |  |  |  |  | Today’s Date: |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *First Name* |  | *MI* |  | *Last Name* | | |  | *Preferred Name/Nickname* |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *Street Address* |  |  |  | *City* |  | *State* |  | *Zip Code* |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *Phone* |  | *Alternate/ Phone* | | |  | *Email Address* | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  | |  | |  |  | | |  |  | |  |  | |  |  |  |
|  | **PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION** | | | | | | | | | | | | | | | |  |
|  |  | | | |  |  | | |  |  | |  |  | |  |  |  |
|  | **Are you interested in:** | | | |  |  | | |  | Full Time | |  | Part Time | |  | Temporary |  |
|  |  | | |  |  |  | | |  |  | |  |  | |  |  |  |
|  | **What schedules would you prefer?** | | |  |  | Weekdays | | |  | Weekends | |  | Evenings | |  | Nights |  |
|  |  | | |  |  |  | | |  |  | |  |  | |  |  |  |
|  | **How did you hear about us?** | | |  |  | Walk In | | |  | Referral | |  | Advertisement | |  | Other: |  |
|  |  | | |  |  |  | | |  | Name: | |  | Where: | |  |  |  |
|  | Have you worked for this company before? | | | |  | No | |  | Yes | | Dates: | | |  |  | |  |
|  |  |  | | |  |  | |  |  | |  | | |  |  | |  |
|  | Do you know anyone who works here? | | | |  | No | |  | Yes | | Name: | | |  |  | |  |
|  |  |  | | |  |  | |  |  | |  | | |  |  | |  |
|  |  |  | | |  |  | |  |  | |  | | |  |  | |  |
|  | **Desired Pay:** | Hourly Pay | | |  | $ | |  | Annual Pay | | $ | | |  | $ | |  |
|  |  | (Minimum, if applicable) | | |  |  | |  |  | | Minimum | | |  | Desired | |  |
|  |  |  | | |  |  | |  |  | |  | | |  |  | |  |
|  | **When are you able to start work?** | | | | Date: | | |  | | |  | | |  |  | |  |
|  |  |  | | |  | |  |  |  | |  | | |  |  | |  |
|  | **In what local area do you prefer to work?** | | | |  | | | | | | | | | | | |  |
|  |  |  | | |  | |  |  |  | |  | | |  |  | |  |
|  | **Position desired:** | | | |  | | | | | | | | | | | |  |
|  |  |  | | |  | |  |  |  | |  | | |  |  | |  |

**PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | COMPANY NAME | | | YOUR POSITION and TITLE | |
| FROM   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | NO. & STREET | | | SUPERVISOR’S NAME, TITLE and POSITION | |
|  | CITY | STATE | ZIP CODE | SUPERVISOR’S TELEPHONE NUMBER | |
|  | TYPE OF BUSINESS | | | | |
| TO   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | TELEPHONE NUMBER | | TERMINATION   |  |  | | --- | --- | |  | VOLUNTARY | |  | INVOLUNTARY | |  |  | | | REASON |
|  | BRIEFLY DESCRIBE YOUR MAJOR DUTIES | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | COMPANY NAME | | | YOUR POSITION and TITLE | |
| FROM   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | NO. & STREET | | | SUPERVISOR’S NAME, TITLE and POSITION | |
|  | CITY | STATE | ZIP CODE | SUPERVISOR’S TELEPHONE NUMBER | |
|  | TYPE OF BUSINESS  Restaurant | | | | |
| TO   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | TELEPHONE NUMBER  ( ) | | TERMINATION   |  |  | | --- | --- | |  | VOLUNTARY | |  | INVOLUNTARY | |  |  | | | REASON |
|  | BRIEFLY DESCRIBE YOUR MAJOR DUTIES | | | | |

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| --- | --- | --- | --- | --- | --- |
|  | COMPANY NAME | | | YOUR POSITION and TITLE | |
| FROM   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | NO. & STREET | | | SUPERVISOR’S NAME, TITLE and POSITION | |
|  | CITY | STATE | ZIP CODE | SUPERVISOR’S TELEPHONE NUMBER | |
|  | TYPE OF BUSINESS | | | | |
| TO   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | TELEPHONE NUMBER  ( ) | | TERMINATION   |  |  | | --- | --- | |  | VOLUNTARY | |  | INVOLUNTARY | |  |  | | | REASON |
|  | BRIEFLY DESCRIBE YOUR MAJOR DUTIES | | | | |

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| --- | --- | --- | --- | --- | --- |
|  | COMPANY NAME | | | YOUR POSITION and TITLE | |
| FROM   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | NO. & STREET | | | SUPERVISOR’S NAME, TITLE and POSITION | |
|  | CITY | STATE | ZIP CODE | SUPERVISOR’S TELEPHONE NUMBER | |
|  | TYPE OF BUSINESS | | | | |
| TO   |  |  |  | | --- | --- | --- | |  | / |  | | Month |  | Year | | TELEPHONE NUMBER  ( ) | | TERMINATION   |  |  | | --- | --- | |  | VOLUNTARY | |  | INVOLUNTARY | |  |  | | | REASON |
|  | BRIEFLY DESCRIBE YOUR MAJOR DUTIES | | | | |

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME AND ADDRESS OF SCHOOL** | **MAJOR**  **SUBJECT** | **DID YOU GRADUATE?** | **TYPE OF**  **DEGREE OR DIPLOMA** |
| HIGH SCHOOL OR PREP |  |  |  |
| COLLEGE |  |  |  |
| COLLEGE OR GRADUATE |  |  |  |
| OTHER |  |  |  |

**PROFESSIONAL DESIGNATIONS:**

|  |  |  |
| --- | --- | --- |
| DESIGNATION | ORGANIZATION GRANTING DESIGNATION | DATE COMPLETED |
| DESIGNATION | ORGANIZATION GRANTING DESIGNATION | DATE COMPLETED |

**PROFESSIONAL LICENSES:**

|  |  |  |
| --- | --- | --- |
| TYPE OF LICENSE | STATE GRANTING LICENSE | LICENSE NUMBER |
| TYPE OF LICENSE | STATE GRANTING LICENSE | LICENSE NUMBER |

**REFERENCES: Please list three professional references**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **RELATIONSHIP** | **COMPANY** | **PHONE/ALTERNATE PHONE** |
|  |  |  |  |
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| **PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**  I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.  My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Howard’s employ.  I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Howard in the position I am seeking.  ***I understand that this application is not an employment contract for any specific length of time between the Howard and me, and that in the event I am hired, my employment will be “at will” and either the Howard or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Howard to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Howard’s part. The Howard may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***  References: I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **SIGNED:** |  |  |  | **DATE:** |  |  |  | |