

INCONTRO TAVOLA

RISTORANTE ITALIANO

Application for Employment

PERSONAL INFORMATION

Name: _____ Home Phone: _____ Cell Phone: _____
 Address: _____ Email Address: _____
 Position applying for: _____ Date you can start: _____
 Are you under 18? Yes No Desired Pay: _____
 Are you legally eligible for employment in the United States? Yes No
 Highest education level achieved to date: _____ University attended: _____ Degree: _____
 Do you have reliable transportation? Yes No Can you do an entire shift without smoking? Yes No

HISTORY

Have you ever been convicted of a felony?
 Yes No If yes, list details and dates: _____

 Have you ever applied or worked for an Italian restaurant before? Yes No
 If yes, where? _____ When? _____
 Final position: _____ Reason for leaving: _____

AVAILABILITY (for hourly positions only)

Select all shifts for which you are available to work: AM (open - 4:00 pm); PM (4:00 PM - close)

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

REFERENCES

Please list three references (not relatives) below.

1. Name: _____ Company Position: _____ Phone: _____
 2. Name: _____ Company Position: _____ Phone: _____
 3. Name: _____ Company Position: _____ Phone: _____

WORK EXPERIENCE

Please list your previous experience beginning with your most recent position/

1. Employer name and address: _____
 Phone: _____ Ending pay: _____ Position: _____
 Dates of employment: _____ to _____. Supervisor: _____
 Reason for leaving: _____
 Eligible for rehire? Yes No

2. Employer name and address: _____
 Phone: _____ Ending pay: _____ Position: _____
 Dates of employment: _____ to _____. Supervisor: _____
 Reason for leaving: _____
 Eligible for rehire? Yes No

IMPORTANT AGREEMENT: PLEASE READ THE FOLLOWING AND SIGN YOUR NAME BELOW.

I certify that all my answers in this Employment Application are true and complete to my best knowledge, and I understand that this Application will remain active for thirty (30) days. I authorize the Company to investigate and verify my answers and I give the Company permission to contact schools, previous employers, references, and others in the investigation. I release both the Company and the party providing the information from any liability for this purpose. I also release the Company from any liability for providing information about my employment record to any prospective employer, government agency, or other party having a legal and proper interest. I understand that any false or misleading answer in this Employment Application or other pre-employment inquiry is grounds for rejection of my Application or immediate termination if I have been employed. If employed, I will comply with all Company policies and rules found in any Company policy manual, employment handbook, or other communication from the Company. I understand the Company may change its policies and rules in the future without giving notice to me. I understand that the Company may require drug and alcohol testing as a condition of employment, subject to applicable federal and state laws, and I consent to any such testing. I agree not to use or disclose outside my employment with the Company any confidential information, trade secret, or proprietary information, whatever its form, obtained in connection with my employment with the Company. I understand that employment with the Company will be TERMINABLE AT WILL, that no employment contract will be valid unless made in writing and signed by the Company's President, and that my employment may be ended at any time, for any reason, by me or the Company. **READ CAREFULLY BEFORE SIGNING. I have read, understand, and agree to the above.**

SIGNATURE OF APPLICANT _____ DATE: _____