

# PARK BENCH CAFÉ INC

## Employment Application

APPLICANT INFORMATION																	
Last Name						First				M.I.		Date					
Street Address										Apartment/Unit #							
City						State				ZIP							
Phone		Home:				E-mail Address											
		Cell:		Provider:													
Date Available				How did you hear about this position						Desired Salary							
Position Applied for																	
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain									
Do you have transportation to work?				Model of car and license #													
EDUCATION																	
High School						Address											
From				To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College						Address											
From				To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
REFERENCES																	
<i>Please list three references.</i>																	
Full Name						Relationship											
Company						Phone		(      )									
Address						Email:											
Full Name						Relationship											
Company						Phone		(      )									
Address						Email:											
Full Name						Relationship											
Company						Phone		(      )									
Address						Email:											

Have you applied with us before? Yes or No if yes explain\_\_\_\_\_

Do you have any friends or relatives working for this company yes or no --- if yes explain\_\_\_\_\_

## Days/ Hours Available

**Monday----- Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Tuesday-----Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Wednesday---Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Thursday-----Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Friday-----Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Saturday-----Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Sunday-----Available from** \_\_\_\_\_ **To** \_\_\_\_\_

**Please list your final working day if you are summer help only** \_\_\_\_\_

**Please list any planned vacations** \_\_\_\_\_

**What days are you currently going to school ?** \_\_\_\_\_

**Are there any activities that might affect or change your availability** \_\_\_\_\_

**What are your hobbies and interest** \_\_\_\_\_

**Please write a brief summary on how you would describe yourself and why we should hire you.**

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PREVIOUS OR CURRENT EMPLOYMENT REFERENCES									
Company						Phone		(      )	
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Company						Phone		(      )	
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Company						Phone		(      )	
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
MILITARY SERVICE									
Branch						From			
Rank at Discharge						To			
Type of Discharge									
If other than honorable, explain									
DISCLAIMER AND SIGNATURE									
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also understand and agree that if I am hired ,I will be an employee "at-will" and thus my employment can be terminated at any time either with or without prior notice and by me or Park Bench Café.</p> <p>I authorize Park Bench café to check and verify my references, record of employment, education record and any other information I have provided. I authorize with my signature below that my references provide any work related information to park Bench café as well as information of my professional experiences with them.</p>									
Signature						Date			

## **For employer To fill in at interview**

**Interview date** \_\_\_\_\_

**Interview notes** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Rating 1-5** \_\_\_\_\_

**Orientation date** \_\_\_\_\_

**Hire Date** \_\_\_\_\_ **Position** \_\_\_\_\_

**Employee #** \_\_\_\_\_

**References checked by** \_\_\_\_\_

**Folder must contain**

**Copy of drivers license or ID**

**Copy of Social security card**

**W-4 form**

**I-9 Form**

**Signed employee manual page**

**Food handlers card copy**

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