



Employment Application

Position You Are Applying For _____

Desired Pay (hourly) \$ _____

Date Available to Work _____

Referred By _____

Personal Information

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
 Address _____ City _____ State _____ Zip _____
 Email _____ Mobile Phone _____ Date of Birth _____ / /
 In what language(s) are you fluent?

 Are you a U.S. Citizen? Yes No If not, do you have proper work documentation for employment? Yes No
 If selected for employment, are you willing to submit to pre-employment background checks and drug testing? Yes No
 Have you ever been charged with or convicted of a misdemeanor or felony? Yes No (If yes, please explain below)

Schedule of Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Employment History *(most recent)*

Have you ever been employed with one of our companies? Yes No (If yes, please list location worked, position held, and duration)

 _____ / / - / / \$ _____
 Most Recent Employer _____ Dates Employed _____ Pay Rate _____
 Address _____ City _____ State _____ Zip _____
 Position _____ Phone _____
 Duties Performed

 Reason for Leaving
 Did you give 2-weeks notice? Yes No

Employment History (continued)

_____ / / - / / \$ _____
 Previous Employer Dates Employed Pay Rate

_____ City _____ State _____ Zip _____
 Address

_____ Phone _____
 Position

 Duties Performed

 Reason for Leaving

Did you give 2-weeks notice? Yes No

Other training, certifications or licenses held (for example: TABC Seller Training Certificate, Texas Certified Food Manager, Texas Food Handler Card) _____

Education				
School	Location	Years Attended	Degree	Major

References			
Name	Company	Position	Email / Phone

Acknowledgement and Authorization

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize the investigation of all statements contained within this application.
- I understand that any false or misleading information given at the time of application or during subsequent interview(s) may result in my discharge from service.

Applicant Signature

Date

Internal Use Only - (Please include with completed application)

____/____/____ Interview Date _____ Interview Time _____ Interviewer Name

_____ Position Hired For \$ _____ Pay Rate ____/____/____ Start Date _____ Responsible Supervisor for Training

____/____/____ Probation Period (Starts) - ____/____/____ Probation Period (Ends - after 60 days)

Notes

Manager Signature

Name

Date