

I authorize present and former employers, and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

Initials: \_\_\_\_\_



## EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

All applications will be kept on file for six (6) months

Name: \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Alternate Telephone #: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you filled out an application with us before? \_\_\_\_\_

If yes, when and for what position? \_\_\_\_\_

Are you available full- or part-time? \_\_\_\_\_ Approximate number of hours available a week: \_\_\_\_\_

List from – to times available per day:

Mon: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Can you travel if the job requires it? \_\_\_\_\_

Date available to start work: \_\_\_\_\_

Salary requirements: \$ \_\_\_\_\_ /week or \$ \_\_\_\_\_ /hour

How were you made aware of this position opening? \_\_\_\_\_

EDUCATION:	HIGH SCHOOL	UNDREGRAD. COLLEGE/UNIV	GRADUTE/ PROFESSIONAL
Name of School/Location			
Date & No. of years completed			
Diploma/Degree			
DESCRIBE COURSE OF STUDY			
EXTRA CURRICULAR ACTIVITIES OR SPECIALIZED TRAINING			
HONORS OR AWARDS			

Do you have a prior criminal record? If yes, please name citation and describe circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT:** Please start with your present or most recent job

<b>Employer:</b>  Address: _____  Telephone: _____  Job Title: _____  Supervisor: _____  Reason for Leaving: _____	<u>Dates Employed</u> From   To  <hr/> <u>Hourly Rate/Salary</u> Starting   Final  \$ _____	<u>Work Performed</u>  <hr/> <hr/> May we contact this employer?
<b>Employer:</b>  Address: _____  Telephone: _____  Job Title: _____  Supervisor: _____  Reason for Leaving: _____	<u>Dates Employed</u> From   To  <hr/> <u>Hourly Rate/Salary</u> Starting   Final  \$ _____	<u>Work Performed</u>  <hr/> <hr/> May we contact this employer?
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Please provide names, addresses and phone numbers for 3 personal references you have known for one year or longer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What attracted you to The Works Bakery Cafe? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your best work experience and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What skills and/or qualifications can you bring to The Works Bakery Cafe? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_