

Application for Employment

Position applied for:	Date:
Salary desired:	

Social Security Number:	Telephone: Cell:
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Name: Address:	How long at current address?
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Are you 18 or older? Yes No

Have you ever been convicted of a crime (other than minor traffic violations) including driving while under the influence of alcohol or drugs? No Yes If yes, please state the offense, location, date, and disposition (note: a conviction does not necessarily disqualify you from employment)

Days / hours available to work: No preference <input type="checkbox"/> Thurs _____ Mon _____ Fri _____ Tues _____ Sat _____ Wed _____ Sun _____	Availability: How many hours can you work weekly? _____ Can you work nights / weekends / holidays? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Employment desired: Full time only Part-time only Full- or Part-time
 On-call Temporary Seasonal

Date available for work?

Do you have any physical problems that could affect your ability to perform duties of the position being applied for? If so, please explain:

Employment History - Food Service Only

Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?		
List duties performed, skills used/acquired, advancements or promotions while with this company:		

Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?		
List duties performed, skills used/acquired, advancements or promotions while with this company:		

Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?		
List duties performed, skills used/acquired, advancements or promotions while with this company:		

Please check the duties/skills with which you have experience: Skirting tables Kitchen prep
 Kitchen equipment (slicer, scales, etc.) Baking Dishwashing Cleaning Serving

Do you hold a current State of Illinois Food Service Sanitation Certificate? Yes No
 If yes, Certificate # _____ Expiration date _____

Additional Employment History

Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		
Name/Address of Employer:		
Dates of employment:	Position:	Salary:
Reason for leaving:		

Education History

Grammar School Name/Address		
Years attended	Did you graduate?	Subjects studied:
High School Name/Address		
Years attended	Did you graduate?	Subjects studied:
College Name/Address		
Years attended	Did you graduate?	Subjects studied/Degree:
Trade/Business Name/Address		
Years attended	Did you graduate?	Subjects studied:

Military

Have you ever been in the Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Specialty:		
Date entered:	Discharge date and status:	
Are you currently in the National Guard or Reserves? Yes <input type="checkbox"/> No <input type="checkbox"/>		

References: Please list two references other than relatives or previous employers

Name: _____
Position: _____ Company _____
Address: _____

Phone: _____

Name: _____
Position: _____ Company _____
Address: _____

Phone: _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please use the space below to provide additional information necessary to more fully describe your qualifications for working for this company.

~ Applicant Statement & Signature ~

I hereby affirm that the information provided on this application (accompanying resume and support documentation, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I authorize persons, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide relevant information that may be required by *Renee's Gourmet To Go DBA Renee's Gourmet Catering* (hereinafter called *Renee's Gourmet Catering*) to arrive at an employment decision. I understand that as part of the employment process a criminal record, driving record, educational record, professional licenses, and social security verifications may be conducted.

In consideration of *Renee's Gourmet Catering's* review of this application, I release *Renee's Gourmet Catering* and all providers of information from any liability as a result of furnishing and receiving this information. I also understand any employment manual or policies that may be distributed to me during the course of employment shall not be construed as a contract. In the event of employment by *Renee's Gourmet Catering*, I understand false or misleading information in connection with my application and/or interview may be cause for immediate discharge at any time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature: _____ Date: _____