



# Employment Application

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Last/First/Middle)

Address: \_\_\_\_\_ (No. Street/City/State/Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Are you 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No

If hired, can you provide written evidence that you are authorized to work in the U.S.? \_\_\_\_ Yes \_\_\_\_ No

## EDUCATION

Type	Name/Location	Course of Study	#Years Completed
High School	_____	_____	_____
College	_____	_____	_____
Technical	_____	_____	_____

## EMPLOYMENT RECORD

Company Name /Address	Kind of Work	Date Started/Left	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
_____				
2. _____	_____	_____	_____	_____
_____				
3. _____	_____	_____	_____	_____
_____				
4. _____	_____	_____	_____	_____
_____				

EMPLOYMENT REFERENCES (DO NOT include relatives/friends)

Name/Occupation/Relationship/Years/Contact Info.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

EMPLOYMENT

Are you looking for full time or part time work? \_\_\_FT\_\_\_PT How many hours per week? \_\_\_\_\_

Salary Desired? \_\_\_\_\_

**Which location would you be available to work? (check all that apply)**

\_\_\_ Arch's On The Corner \_\_\_ Arch's on Ivy Road \_\_\_ Arch's on Emmet St.

**Which shifts are you available to work? (check all the apply)**

Monday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Tuesday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Wednesday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Thursday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Friday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Saturday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

Sunday \_\_\_ 9-5pm \_\_\_ 12-5pm \_\_\_ 5-11:45pm \_\_\_ 6-11:45 pm

How were you referred to our organization? \_\_\_\_\_

List any other information that relates to your ability to be hired. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by a Partner of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_