



# APPLICATION For Employment

For office use only

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

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

Date started \_\_\_\_\_

This company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status, or any other basis prohibited by Federal, State or local law. Please let us know if you need accommodations in order to participate in the application process.

If your application with the Company is accepted, your employment will be on an "at-will" basis. This means that you may terminate your employment with the Company at any time for any reason, and that the Company may, likewise, terminate your employment at any time, and for any reason, except reasons which are specifically prohibited by law.

Last Name		First Name		Middle
Phone	Social Security No.		Today's Date	Date Available for Work
Position Applied For			Salary Desired	
Present Address		City	State	Zip
Former Address		City	State	Zip
Former Address		City	State	Zip
In Emergency, Notify			Emergency Phone	
Are you over the age of 18? Yes No		Will Visa or immigration status prevent lawful employment? Yes No		

EMPLOYMENT RECORD				
EMPLOYER	DATE	SALARY	POSITION	ELIGIBLE FOR REHIRE?
Company	From	Starting	Starting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	To	Ending	Ending	
Supervisor		Reason for Leaving		
Company	From	Starting	Starting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	To	Ending	Ending	
Supervisor		Reason for Leaving		
Company	From	Starting	Starting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	To	Ending	Ending	
Supervisor		Reason for Leaving		

List periods of unemployment of more than 30 days, and explain.

**EDUCATION RECORD**

NAME OF SCHOOL	LOCATION	YEARS ATTENDED	GRADUATE	MAJOR / MINORS
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Who referred you to this company?

Have you been convicted or pled no contest to any felony criminal offense?  Yes  No If yes, indicate nature of offense, date, court & disposition. (A conviction will not necessarily disqualify an applicant from employment.)

Can you perform, with or without accommodation, the essential duties of the job for which you are applying?  Yes  No

**U.S. MILITARY SERVICE**

Branch of Service	Date In	Date Out	Where Served	Specialty
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**EXPERIENCE**

- |                                     |   |   |                                     |  |
|-------------------------------------|---|---|-------------------------------------|--|
| <input type="checkbox"/> Bartender  | <input type="checkbox"/> Cook Helper    | <input type="checkbox"/> Fountain       | <input type="checkbox"/> Porter     | <input type="checkbox"/> Vegetable cook            |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Counter        | <input type="checkbox"/> Host / Hostess | <input type="checkbox"/> Pot Washer | <input type="checkbox"/> Wait Staff                |
| <input type="checkbox"/> Bus Person | <input type="checkbox"/> Cashier        | <input type="checkbox"/> Kitchen Helper | <input type="checkbox"/> Salad      | <input type="checkbox"/> Wait Staff – Arm Service  |
| <input type="checkbox"/> Carver     | <input type="checkbox"/> Dietitian      | <input type="checkbox"/> Manager        | <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Wait Staff – Tray Service |
| <input type="checkbox"/> Chef       | <input type="checkbox"/> Dishwasher     | <input type="checkbox"/> Pantry         | <input type="checkbox"/> Sauces     |  |
| <input type="checkbox"/> Cook       | <input type="checkbox"/> Food Prep Tech | <input type="checkbox"/> Pastry Cook    | <input type="checkbox"/> Typist     |  |

Indicate any other skills related to the position you are seeking.

I certify that the information given by me to (Employer) is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with (Employer's ) interest or those of its customers, nor will I become engaged in such activity or business if employed.

I authorize (Employer) to solicit information regarding my education and previous employment, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the company from any liability for future references it may provide regarding my work history with (Employer) or myself. I understand that no representative of (Employer), other than the (President/Owner), has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature \_\_\_\_\_

Applicant Date \_\_\_\_\_

For Employer's Use Only

**Prepared as a Member Service of the Washington Restaurant Association**

The Washington Restaurant Association believes that this form is legally sufficient, accurate, and in compliance with applicable laws as of the date set forth below. Because the law is constantly changing, the Association makes no warranty or representation concerning the legal accuracy, adequacy or sufficiency of this application form. Members use this application form at their own risk. The Washington Restaurant Association recommends that members intending to use this application form have it reviewed by their own legal counsel.

Revised August 2005