THE GOURMET SHOP

Date Received:

Manager Initial:

Employment Application

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

_____

City *State* *ZIP Code*

Phone: **( )** _____ Date of Birth: _____

Email: _____

Date Available: _____ Desired Salary: **$** _____

Position Applied for: (Specify Café or Retail) _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Availability: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Full-Time / Part-Time / Seasonal

Are you currently enrolled in school? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree:

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree:

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: **( )** _____

Full Name: _____ Relationship: _____

Company: _____ Phone: **( )** _____

Full Name: _____ Relationship: _____

Company: _____ Phone: **( )** _____

Previous Employment

Company: _____ Phone: **( )** _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: **( )** _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: **( )** _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: To:

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____