

Date _____



APPLICATION FOR EMPLOYMENT

Full Name:	Are you a citizen of the U.S. or do you have a legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	<i>Any offer of employment will require a completed form I-9 and supporting documents to establish identity and work authorization.</i>
City, State, Zip:	Home Phone: Cell/Other Phone:
Position applying for:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
What date would you be available to start work?	
Have you ever applied for employment or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to question above, please list dates:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to question above, please explain:	
If under the age of 18, can you provide a work permit if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of High School (if attended):		
High School Address:		
Course of study:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma:
Name of College (if attended):		
College Address:		
Course of study:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma:
Please list all other post-secondary education:		
Explain any skills you possess that may benefit you in job for which you are applying:		Resume attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

*Fill in the following chart with the dates and times that you will be **available** to work.*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							
Hours available per week:				Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How far from the Café do you live?							

*Please provide **references** in the spaces below:*

Name/Occupation	Relation	Phone

Please list your past employment history below, starting with the most recent position:

1. Employer:

Address:

Position:

Supervisor:

Email:

Phone:

Dates Employed:

Hourly Rate:

Reason for leaving:

2. Employer:

Address:

Position:

Supervisor:

Email:

Phone:

Dates Employed:

Hourly Rate:

Reason for leaving:

3. Employer:

Address:

Position:

Supervisor:

Email:

Phone:

Dates Employed:

Hourly Rate:

Reason for leaving:

4. Employer:

Address:

Position:

Supervisor:

Email:

Phone:

Dates Employed:

Hourly Rate:

Reason for leaving:

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentation are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to The Café at Wittenauer's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either expressed or implied. I also understand that my employment and compensation can be terminated or changed, with or without cause and with or without notice, at any time, at either my or The Café at Wittenauer's option.

I understand that no Café at Wittenauer's representative, other than its General Manager, and then only when in writing and signed by the General Manager, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and nondefamatory information in a lawful manner in the employment process, and all persons, corporations, or organizations for furnishing such information about me.

I understand that The Café at Wittenauer's hiring process includes a Drug Test, Background Check, and Credit Check. Should the results of the drug test be positive, I recognize that I will be given no further consideration.

Applicant's Signature

Date