

The Heights Cafe

Employment Application

We are an Equal Opportunity Employer dedicated to a policy of nondiscrimination in employment on any prohibited basis including race, color, age, sex, handicap, sex religion, or national origin.

PERSONNEL

NAME: _____
 last first middle

PERMANENT ADDRESS: _____

PHONE NUMBER: () _____
PERMANENT NUMBER: () _____

SOCIAL SECURITY # _____

Are you 18 or older? Y / N

Legally able to work in the U.S.? Y / N

GENERAL

Other than a minor traffic violation, have you been convicted of a criminal offense? Y / N

If yes, Charge: _____ Place: _____ Date: _____

AVAILABILITY

Position desired: _____ FT / PT

Date you can start: _____ Salary desired: _____

Although you may be hired for a specific shift, business necessity may require that you work overtime or different hours or days. Is this acceptable to you? Y / N

EDUCATION	Name & Location of School	Circle Last Year Completed	Did You Graduate?	Subject Studied Degree(s) Received
High School		1 2 3 4	Y / N	
College		1 2 3 4	Y / N	
Other (Trade)		1 2 3 4	Y / N	
Other		1 2 3 4	Y / N	

SPECIAL SKILLS

EMPLOYMENT HISTORY

Account for all periods of employment and list periods of unemployment for the last six years beginning with your present or most recent position. All information including salary will be verified.

May we contact your present employer? Y / N

FROM	TO	NAME/ADDRESS	NAME & TITLE OF SUPERVISOR	POSITION	SALARY	REASON FOR LEAVING

REFERENCES

Give the names of three persons not related to you, whom you have known for at least one year.

NAME	ADDRESS	PHONE	YEARS KNOWN

PLEASE READ THIS STATEMENT CAREFULLY

I understand that employment with The Heights Cafe is at will, and that either The Heights Cafe or I can terminate this employment relationship at any time, for any reason, with or without notice and with or without cause. I further understand that neither this application nor any other written or oral communication I may receive from The Heights Cafe or any of its employees constitutes or creates a contract of employment.

I authorize The Heights Cafe to contact any or all of my former employers listed herein and to inquire about my employment there. I release The Heights Cafe and any employer who is contacted from any liability arising out of such inquiry or the response to such inquiry.

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that if I am employed by The Heights Cafe, any false or misleading statement on this application or during the course of any employment interview, may result in discipline up to and including immediate discharge.

Signature _____

Date _____