



EMPLOYMENT APPLICATION

Please answer each question and complete each section as thoroughly and accurately as possible.

Position Applied For: _____ Date: _____

Last Name: _____ First Name: _____ Middle Name: _____ Instagram Handle: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____ Driver's license? (Y/N) _____

Work Experience (please start with your most recent position):

A.

Title: _____ Company: _____ Kind of Business: _____ Dates Employed: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name and Title of Supervisor: _____ Percentage of time worked from home: _____

What would you consider your greatest accomplishment at this job?

What do/did you least enjoy?

Reason for leaving: _____ May we contact this employer for a reference? _____

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How would this employer score you on each of the following, from 1 to 5, with 1=poor and 5=excellent:

Drive/Energy: Team Player: Likeability: Leadership: Resourcefulness/Initiative:

Other Positions Held:

D.

a. Company b. City	a. Your title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.	a.	a.
b.	b.	b.	b.	

E.

a. Company b. City	a. Your title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.	a.	a.
b.	b.	b.	b.	

F.

a. Company b. City	a. Your title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	a. Type of Work b. Reason for Leaving	a. Contact Employer for Reference?
a.	a.	a.	a.	a.
b.	b.	b.	b.	

What undergraduate courses did you like most? Why?

What undergraduate courses did you like least? Why?

Part-time and summer work:

Awards received:

Activities & Skills

Membership in professional or job-relevant organizations (you may exclude groups that indicate race, color, religion, national origin, disability, or other protected status):

Publications, patents, inventions, professional licenses, or additional special honors or awards:

What qualifications, abilities and strong points will help you succeed in this job?

What are your weak points or areas for improvement?

How would you describe your interest and/or experience in hospitality, restaurants, food and beverage?

Technical Experience (please rate each with a 1 to 5, with 1 = no experience and 5 = expert user)

Microsoft Word:	Mac OS:	PCs:	Facebook:
Microsoft Excel:	iOS (iPhone):	Google Drive:	Instagram:
Microsoft Powerpoint:	Slack:	Muck Rack:	Twitter:

Career Needs

What are your career objectives?

Other

Do you have the legal right to work for any employer in the United States? ___YES or ___NO

Have you ever been convicted of a crime (other than a minor traffic violation)? ___YES or ___NO

If so, please explain:

Is there anything else you would like us to know about you that hasn't been addressed so far?

I certify that answers given on this Employment Application are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form as may be necessary for reaching an employment decision.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my Employment Application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

I understand that a final step in the hiring process is for candidates to arrange personal reference calls with their former managers and supervisors upon request.

Signature_____ Date_____