



**Institute of
Culinary Education**
EST. 1975

APPLICATION FOR EMPLOYMENT

The Institute of Culinary Education (“ICE”) is an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender including (pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

Name <i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>	DATE
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HOME ADDRESS			
<i>(Number and Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>

Salary/Rate Expectations	Position applied for:	Date Available
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Email Address:	Cell Phone:	Home Phone:
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EDUCATION DATA						
SCHOOL	NAME AND ADDRESS OF SCHOOL	# of years attended	Grade Point Average	Did you Graduate?	Type of Degree Received (HS, BS, MS, etc)	Course of Study Major-Minor
HIGH SCHOOL	Name					
	City & State					
COLLEGE	Name					
	City & State					
COLLEGE	Name					
	City & State					
OTHER	Name					
	City & State					

PERSONAL DATA

How did you hear about the job opening at ICE?

Internet - Specify site: _____

ICE Employee Specify : _____ Employment Agency Specify: _____

College/University _____ State Employment Agency _____

Other _____

Have you entered any agreement with any person or company which would: (i) prevent you from disclosing or would otherwise limit your disclosure of business or technical information considered confidential by that person or company; or (ii) in any way limit your ability to work for ICE.? No Yes

Are you lawfully authorized to work in the U.S.? No Yes

Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than three (3) business days after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form I-9 upon commencing employment.

Have you ever interviewed at ICE before? If yes, when?

No Yes

Have you ever worked at ICE before? If yes, when?

No Yes

Do you have any relatives within ICE?

No Yes If yes who? _____

EMPLOYMENT DATA

List in order, with present or most recent employer first. Please account for all work history including military service and any verified work performed on a volunteer basis. If more space is needed, please use a blank piece of paper.

1. Employer Name and Address		Employed From		Starting Job Title	
		Mo.	Yr.	Ending Job Title	
		To			
		Mo.	Yr		
Phone # ()	May we contact? No Yes If no, please explain why not	Supervisor's Name		Supervisor's Title	Present Telephone No.
Describe your Job Responsibilities:					
Reason for Leaving:					
2. Employer Name and Address		Employed From		Starting Job Title	
		Mo.	Yr.	Ending Job Title	
		To			
		Mo.	Yr		
Phone # ()	May we contact? No Yes If no, please explain why not	Supervisor's Name		Supervisor's Title	Present Telephone No.

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Describe your Job Responsibilities:

Reason for Leaving:

3. Employer Name and Address	Employed From	Starting Job Title
	Mo. Yr.	
	To	Ending Job Title
	Mo. Yr	

Phone # ()	May we contact? No Yes If no, please explain why not	Supervisor's Name	Supervisor's Title	Present Telephone No.
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Describe your Job Responsibilities:

Reason for Leaving:

REFERENCES: Provide three (3) professional references. Please exclude relatives and former employers otherwise listed above.

NAME	RELATIONSHIP	PHONE #	EMAIL CONTACT

APPLICANT'S CERTIFICATION

Read these statements carefully before signing. Your signature will indicate that you have read and fully understand the questions asked in this application as well as the statements set forth below:

- 1. Smoke-free Workplace:** Smoking is prohibited inside all facilities operated or occupied by ICE.
- 2. Age Certification:** If I am under 18 years of age, I certify that I have a work permit if required by applicable state law.
- 3. Truthfulness of information furnished:** I certify that the information which I have furnished on this application is true and complete, and I understand that any omission and/or misrepresentation of any fact from or on this application or during any interview will be sufficient cause for my not being employed or for dismissal, if employed.
- 4. Authorization to Independently Contact Others and Investigate Information Provided:** Unless I noted otherwise, I authorize ICE to independently contact all my employment references and personal references, as well as the education institutions I have attended. I further authorize ICE to independently inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions. I hereby release ICE and all affiliated persons and entities, as well as any person or institution that provides ICE with any lawful information about me, from any and all liability whatsoever resulting from any such lawful inquiry, investigation or communication.
- 5. Abiding By ICE Policies:** If employed, I understand that I will be required to abide by all of the rules and regulations of ICE.
- 6. Employment at the will:** I understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. I understand that, if employed, policies, practices, procedures, benefits, services, and other materials given me are not intended to create or imply a contractual relationship between me and ICE, except as required by law. ICE and all plan administrators reserve the right to the maximum discretion permitted by law to administer, interpret, amend or discontinue any policies, practices, procedures, benefits, services or other terms and conditions of employment at any time. If employed, I understand **that, subject to any limitations pursuant to any applicable collective bargaining agreement ("CBA"), my employment may be terminated with or without cause and with or without notice at any time, at the will of ICE or me. I further understand that no representative or agent of ICE, other than the President/CEO or COO/CFO has the authority to enter into any agreement for employment, on an individual or collective basis, for any specific period of time, or to make an agreement contrary to the foregoing. I also understand that any agreement modifying at-will employment status, on an individual or collective basis, must be in writing and signed by the President/CEO or COO/CFO.**
- 7. California Applicants Only:** I understand ICE may obtain, without using the services of a third party investigative consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. By checking the following box, I waive my right to receive copies of public records obtained by ICE.

Signature of Applicant

Date

Applicant CCPA Notice

This notice describes the categories of personal information (“PI”) collected by The Institute of Culinary Education (“Company”) and the purposes for which it may be used. We are providing this notice to you in accordance with California Civil Code Sec. 1978.100(b).

Categories of Personal Information Collected

Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, and other similar contact information and identifiers.

Protected classification information. This category includes characteristics of protected classifications under California or federal law.

Internet or other electronic network activity information. This category includes without limitation:

- all activity on the Company’s information systems, such as internet browsing history, search history, and email communications
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, and app use.

Geolocation data. This category includes GPS location data from company-issued mobile devices and company-owned vehicles.

Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from cameras and similar devices, and/or thermometers.

Professional and employment-related information. This category includes, without limitation:

- data submitted with employment applications including employment history, recommendations, etc.
- background check and criminal history
- work authorization
- fitness for duty data and reports
- symptoms and other indicators of exposure to COVID-19
- travel information and information regarding close contacts

Education information. This category includes education history.

Purposes Personal Information is Used.

- Collect and process employment applications, including confirming eligibility and qualifications for employment, background and related checks, checks regarding fitness for duty, as necessary.

- Evaluate an individual's appropriateness for a particular position at the Company, or promotion to a new position.
- Communicate with you about your application.
- Maintaining personnel records and record retention requirements.
- Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws, guidance, or recommendations.
- Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data.
- Investigating complaints, grievances, and suspected violations of Company policy.
- Protect the legal rights, privacy, safety or property of Company or its employees, agents, contractors, customers or the public.
- Protect against fraud or other illegal activity or for risk management purposes.
- Carry out a license, sale or transfer of all or a portion of the business or assets (including in connection with any bankruptcy or similar proceeding), or manage or arrange for acquisitions, mergers and re-organizations.
- Design, implement, and promote the Company's diversity and inclusion programs.
- Business management.
- Recruiting.
- Improve efficiency, logistics, and supply chain management.

We do not require, but you may voluntarily choose to provide, other relevant information as part of your application. We would prefer that you avoid submitting the following sensitive information, except where such information is legally required, or needed for us to comply with our legal obligations and internal policies relating to diversity and anti-discrimination: medical or health information, family medical history, genetic information, sexual orientation, race, ethnic origin, religious or philosophical beliefs, marital status, trade union membership, sex life, creed, nationality, national origin, and/or color.

Any information you submit must be true, complete, and not misleading, and you must have the lawful right to provide it. Provision of untrue, incomplete, or misleading information, or information you lack a lawful right to provide, may lead to a rejection of your application during the application process or disciplinary action including immediate dismissal if you have been employed. If you intend to provide us with personal information of a reference or any other third party as part of your CV/résumé, it is your responsibility to obtain consent from that third party prior to passing the personal information to us. If you become an employee, any personal information that you submit may become part of your employment file and may be used for other employment/work-related purposes as permitted by local law.

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of PI it collects and the purposes for which it uses that PI. In that case, the Company will inform you.

By agreeing to the terms set forth in this notice, you agree to the transfer of the information Company collects about you in connection with your application to countries outside your home country, including countries where data protection laws may differ from those of your home country. Statements in this notice concerning the treatment of your information may not apply with respect to information already in Company's possession, such as information obtained by Company in connection with your current or former employment at Company, or information that is publicly available to Company.

Data Retention. We are required to temporarily retain certain information relating to candidates applying for jobs. If there is no activity in regard to the personal information we collect in connection with your application, Company may remove it from its database, subject to Company's data retention obligations and policies and any applicable legal or regulatory obligations or for the period of time permitted by local laws, for the purpose of considering whether your skills are suitable for other opportunities. Note that Company may delete personal information about you at any time (including your CV/résumé), without any reason. Therefore, please retain your own copy of the personal information you provide us.

Consent. The provision of personal information is voluntary. Please note however that the failure to provide sufficient information may result in Company being unable to consider you for employment, promotion, transfer, or relocation. Please read this notice carefully and indicate your acceptance of our collection, retention, use, transfer and disclosure of the personal information we collect from you in connection with your application and the other provisions concerning your application as described in this notice by signing below. **If you do not accept these terms you will not be allowed to submit an application.**

If you have questions about the Company's privacy policies and procedures, or rights you may have concerning your personal information, you may contact us HumanResources@ice.edu.

By signing below, I acknowledge that I understand and will comply with the terms set forth in this Applicant CCPA Notice:

Name: _____

Signature: _____

Date: _____