

## Cobblestone Delicatessen

### APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer

Date \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
City State Zip

How long have you lived at your present address? \_\_\_\_\_

Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_ Are you at least 18 years of age? Yes No

Position desired? \_\_\_\_\_ Expected pay \$\_\_\_\_/\*hour Date you can start \_\_\_\_\_

Full Time Part Time If employed, do you also expect to work elsewhere? Yes No

Have you ever or are you currently working for this company? Yes No

**If employed, what hours would you be available to work?**

HOURS	MON	TUES	WED	THURS	FRI	SAT	SUN
<b>AVAILABLE</b>							

Are you available to work Holidays? Yes No Overtime? Yes No

How many days have you been absent from work during the past 12 months for any reason? \_\_\_\_\_

Do you have reliable means of transportation to and from work? Yes No

If hired, can you verify that you have the legal right to work in the United States? Yes No

Have you been convicted of, pleaded guilty to, or pleaded no contest to, any criminal offense (felony or misdemeanor) within the last 5 years? Convictions for marijuana offenses that are more than 2 years old need not be listed. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered. Yes No If yes, please explain \_\_\_\_\_

How did you find out about our organization? \_\_\_\_\_

Do you have any friends or relatives working for the company? If so, list their names and relationship.

\_\_\_\_\_

**WORK EXPERIENCE List most recent job first**

From	Employers Name/Address/Phone	Start Pay:	Job Title:
To		Last Pay:	Reason for leaving:

Describe the Work You Did:

From	Employers Name/Address/Phone	Start Pay:	Job Title:
To		Last Pay:	Reason for leaving:

Describe the Work You Did:

From	Employers Name/Address/Phone	Start Pay:	Job Title:
To		Last Pay:	Reason for leaving:

Describe the Work You Did:

**REFERENCES** List two references (not relative or former employer) whom you have known for at least five years:

Name	Telephone	Address	Business	Years Acquainted

**EDUCATION**

School	Name and Location	Course of Study	# of years Completed	Did you Graduate?	Degree or Diploma
High School					
College					
Other					

List of courses you are currently taking \_\_\_\_\_

Do you plan to take additional courses? \_\_\_\_\_ What? \_\_\_\_\_ Where? \_\_\_\_\_

What languages do you understand, speak, read or write fluently? \_\_\_\_\_

Have you worked with any restaurant computer systems? If so, which systems? \_\_\_\_\_

**CONDITIONS OF EMPLOYMENT:** Cobblestone Delicatessen sets high standards for its employees. Compliance with these standards is a condition of employment. If you are offered a position, you need to carefully consider what we would require of you before you accept.

**Job Expectations**

- Follow our standards of professionalism, including:
- Completing necessary training requirements
  - Doing everything that you can to exceed our guests expectations
  - Arriving on time every time you are scheduled
  - Maintaining a positive, enthusiastic attitude
  - Treating co-workers with respect and working as a team
  - Being honest and dedicated in all your work
  - Working safely, especially when operating equipment or using a knife or slicer
  - Following company policies and procedures
  - Following Managements direction
  - Meeting quality and quantity standards
  - Maintaining professional appearance and meeting the uniform, cleanliness, and grooming standards

**Are you willing and able to comply with all requirements listed?** Yes No

**IMPORTANT:** In case of emergency, notify

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_

**CERTIFICATION AND ACKNOWLEDGEMENT**

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application of Employment form will be considered grounds for termination. I authorize the company to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the company any and all information they may have concerning my previous employment. In addition, I hereby release the company, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosures. **Employment is with the mutual consent of you the company. Consequently, both you and the company have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will agreement constitutes the entire agreement between you and the company on the subject of termination and it supersedes all prior agreements. Although other company policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout your employment with the company unless it is specifically modified by an express written agreement signed by you and the President of the company. This employment at will agreement may not be modified by any oral or implied agreement.**

Applicants Signature

Date