



# Employment Application

Submit Application To: PO Box 180 Utica, NY 13503-0180

**Personal Information** (PLEASE PRINT CLEARLY)

|                                |  |   |                                     |  |                           |     |     |      |     |      |     |     |     |
|--------------------------------|--|---|-------------------------------------|--|---------------------------|-----|-----|------|-----|------|-----|-----|-----|
| Last Name                      |  | First Name  |                                     | Middle   | Social Security No.       |     |     |      |     |      |     |     |     |
| Home Address                   |  |   | City                                | State  | Zip                       |     |     |      |     |      |     |     |     |
| Home Telephone<br>( ) ( )      |  | Business Telephone<br>( ) ( )   |                                     | May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No |                           |     |     |      |     |      |     |     |     |
| Position Applying For:         | Wait/Bar Staff                           |   | Kitchen Staff                       |  | Days and hours available. | Day | Mon | Tues | Wed | Thur | Fri | Sat | Sun |
|                                | <input type="checkbox"/> Hostess         | <input type="checkbox"/> Sous Chef  | <input type="checkbox"/> Line-Chef  | From   |                           |     |     |      |     |      |     |     |     |
|                                | <input type="checkbox"/> Waiter/Waitress | <input type="checkbox"/> Prep   | <input type="checkbox"/> Dishwasher | To   |                           |     |     |      |     |      |     |     |     |
| Date Available: ____/____/____ |  | Are you interested in (check all that apply): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |                                     |  |                           |     |     |      |     |      |     |     |     |

**Education**

| Type of School  | Name and Address of School | Course of Study | No. of Years Completed |   |   |   | Graduated (check one)        |                             |
|-----------------|----------------------------|-----------------|------------------------|---|---|---|------------------------------|-----------------------------|
| High School     |                            |                 | 1                      | 2 | 3 | 4 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| College         |                            |                 | 1                      | 2 | 3 | 4 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other (Specify) |                            |                 |                        |   |   |   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Legal**

Are you 18 years of age or older?  Yes  No If No, please give your date of birth. \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.)  Yes  No

Have you ever been convicted of a crime? A conviction will not necessarily disqualify an applicant.  Yes  No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

(COMPLETE REVERSE SIDE)

## Employment History

| List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. |          |                |     |   |                  |
|---|----------|----------------|-----|---|------------------|
| 1   | Employer | Dates Employed |     | Hourly Rate/Salary  | Position(s) Held |
|   |          | From:          | To: | Starting:   |                  |
| Street Address  |          |                |     | Telephone Number  |                  |
| City  |          | State          |     | Zip Code  |                  |
| Reason(s) for Leaving   |          |                |     | <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2   | Employer | Dates Employed |     | Hourly Rate/Salary  | Position(s) Held |
|   |          | From:          | To: | Starting:   |                  |
| Street Address  |          |                |     | Telephone Number  |                  |
| City  |          | State          |     | Zip Code  |                  |
| Reason(s) for Leaving   |          |                |     | <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 3   | Employer | Dates Employed |     | Hourly Rate/Salary  | Position(s) Held |
|   |          | From:          | To: | Starting:   |                  |
| Street Address  |          |                |     | Telephone Number  |                  |
| City  |          | State          |     | Zip Code  |                  |
| Reason(s) for Leaving   |          |                |     | <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 4   | Employer | Dates Employed |     | Hourly Rate/Salary  | Position(s) Held |
|   |          | From:          | To: | Starting:   |                  |
| Street Address  |          |                |     | Telephone Number  |                  |
| City  |          | State          |     | Zip Code  |                  |
| Reason(s) for Leaving   |          |                |     | <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |

## References

| Business References (Do not list relatives.) |         |                   |       |             |
|--|---------|-------------------|-------|-------------|
| Name   | Address | Work Phone Number | Title | Years Known |
|  |         | ( )               |       |             |
|  |         | ( )               |       |             |
|  |         | ( )               |       |             |

## Please Read Carefully

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize a complete reference check. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_