

Sample Employment Application

Welcome to [REDACTED]

Thanks for applying to join the [REDACTED] team. Before you complete this application, we want you to know a little bit about working at [REDACTED].

As a successful team member, you may learn valuable job skills including:

- ☐ Technical skills (cooking, cashiering)
- ☐ Customer service skills (selling, problem solving)
- ☐ Social skills (communication, working with others)
- ☐ Business knowledge (inventory, store operations)
- ☐ Organization and planning (time management)
- ☐ Responsibility (supervising, training others)

As a [REDACTED] Team Member, your most important job will be to satisfy [REDACTED] guests. We satisfy guests by providing CHAMPS:

Cleanliness: Our guests like to eat in a clean, comfortable restaurant.

Hospitality: Our guests expect friendly, courteous service. A smile and friendly greeting will encourage them to return to [REDACTED] again and again.

Accuracy: Our guests expect to receive exactly the items they order, served in the correct packaging.

Maintenance: Our guests want to visit a restaurant that is well maintained on the interior and exterior.

Product Quality: Our guests want hot food served hot and cold food served cold. They expect orders to be presented neatly, with the correct portions of ingredients in each item.

Speed of Service: Our guests expect to receive their food quickly.

How to Complete This Application

1. Use a blue or black pen. Print neatly, so your answers are easy to read. If you need more space, attach an additional sheet of paper.
2. Answer all of the questions completely. If you do not understand a question, ask the manager to explain it. You are not required to give information in response to a question that is prohibited by law.
3. If you have questions about job duties or career opportunities with [REDACTED], ask the manager. He or she will be glad to answer them.
4. Carefully read the information on the application. Once you have answered the questions and read all the information, sign and date the application.
5. Return the completed application to the manager. He or she will review the application and contact you. Applications are effective for 60 days, after which you must re-apply. This time period may be extended if you are interviewed for a position during the 60-day period.

Equal Opportunity Employer

[REDACTED] Corp. ([REDACTED]) does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, veteran status, or any other factors made unlawful under applicable federal and state laws. All personnel decisions are made without prejudice or discrimination, in accordance with the principles of equal opportunity.

THANKS AGAIN FOR APPLYING TO JOIN THE [REDACTED] TEAM!

Sample

Personal Information	
NAME (First, Middle, Last)	OTHER NAME(S) YOU HAVE USED AT WORK OR SCHOOL
PHONE NUMBER	SOCIAL SECURITY NUMBER (Optional) XXX - XX - XXXX
STREET ADDRESS	CITY, STATE, ZIP CODE
HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?	PERSON TO CONTACT IN EMERGENCY (Name and Phone Number)
Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes," can you, after employment, show proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you, after employment, submit certification of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been counseled or disciplined for being late or absent from work or school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The U.S. Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia, and campylobacter, may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves serving food or handling food equipment in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform this essential function of this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe, including dates charged, penalties, and current disposition. Note: Convictions are not an automatic disqualification from employment.	
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<i>* Residents of Maryland, Massachusetts, and Washington State, read the information about this question on the back page.</i>	

Position Requested
<input type="checkbox"/> Team Member: No experience required
<input type="checkbox"/> Shift Lead: Food service or retail experience required
<input type="checkbox"/> Assistant Manager/Restaurant General Manager: Management experience required

Availability													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Do you have reliable transportation to get to work? <input type="checkbox"/> Yes <input type="checkbox"/> No						Would you be willing to work at another [redacted] store? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If hired when could you begin work? (Month/Day/Year)						How many hours would you like to work each week?							

Education					
NAME	CITY, STATE	# OF YEARS COMPLETED	GPA	DEGREE OR DIPLOMA	CONTACT PERSON DEPARTMENT/PHONE
HIGH SCHOOL					
COLLEGE					
OTHER					
PLEASE LIST ALL JOB-RELATED ORGANIZATIONS, CLUBS, OR ACTIVITIES YOU ARE/WERE INVOLVED IN AT SCHOOL, EXCEPT THOSE THAT INDICATE RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, OR AGE.					

Sample

Work Experience					
COMPANY	ADDRESS	POSITION & DUTIES	SUPERVISOR NAME & PHONE	DATES EMPLOYED	REASON FOR LEAVING
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	

Have you or any of your relatives ever worked for [REDACTED] Corp., [REDACTED] Pizza Hut Inc., [REDACTED] KFC Corporation, [REDACTED] Tricon Global Restaurants, Inc. or any franchisee of these companies? ☐ Yes ☐ No

RELATIONSHIP*	COMPANY	LOCATION (CITY, STATE)	DATES EMPLOYED

**Residents of Kansas: Include only yourself, spouses, or children.*

References				
LIST THREE SCHOOL, WORK, OR PERSONAL REFERENCES WHO WE MAY CONTACT. DO NOT LIST PEOPLE WHO ARE RELATED TO YOU.				
NAME	TELEPHONE NUMBER	HOW LONG HAVE YOU KNOWN THIS PERSON?	RELATIONSHIP TO YOU	TYPE OF REFERENCE
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL

**Residents of
Maryland,
Massachusetts &
Washington State:**

***Please read the
information on the
back page before
signing this
application.***

Applicant's Statements	
<p>READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.</p> <ol style="list-style-type: none"> The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge. I understand that in connection with the application process, [REDACTED] and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application. I also understand that [REDACTED] may provide such information to its parent company and affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless [REDACTED], [REDACTED]'s parent company and affiliates, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future. If employed, I agree to conform to the rules and regulations of [REDACTED] Corp. and understand that I will be an employee at-will, and my employment may be terminated at any time by me or [REDACTED], with or without notice, for any reason. I understand that only the President of [REDACTED], or the Vice President of Human Resources of [REDACTED] Corp. has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. 	
APPLICANT'S SIGNATURE	DATE

Sample

Employment Test

(No Calculators Please)

PART I

.89	10.00
.79	- 4.59
3.35	
<u>2.79</u>	
	35.25
	<u>- 33.08</u>

For the following questions, state your answer in terms of bills and coins. For example, \$4.59 would be 4 dollar bills, 2 quarters, 1 nickel and 3 pennies.

1. If the customer's order came to \$ 13.58 and he gave you a \$ 20 bill, what is his change?

2. If the customer's order came to \$ 6.22 and she gave you \$20.25, what is her change?

Part II

A. A customer complains that he was short changed by you receiving only 13¢ change from the \$ 2.00 instead of 31¢. What would you do?

B. Which do you consider more important as far as a restaurant is concerned - courteous, prompt service or a quality product?

C. What do you consider to be the most important qualifications of a **Good Bell** employee?

D. You are working alone and your shift is due to be over at 6 P.M. The individual who is scheduled to begin working at 6 P.M. does not show up. What do you do?