

**APPLICATION
FOR
EMPLOYMENT**



We at **Pattie-Cakes, Inc.** are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

PLEASE PRINT

Name _____ Date _____

Present Address _____
Street City State Zip

Social Security # _____ Telephone (____) _____

Referred by Advertisement Agency Person Other _____

Are you legally eligible for employment in the U.S.A.? Yes No State age if under 18 _____

Position applying for _____ Salary expected _____

Are you available to work Full-time Part-Time Specify schedule limitations _____

Date available for work _____ List friends or relatives in our employ _____

Were you previously employed by us? Yes No If yes, when _____

Other name(s) used while attending schools or places of employment indicated on this form _____

Can you perform the functions of this job with or without reasonable accommodations? Yes No If No, please explain :

Have you ever been convicted of a felony? Yes No If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.) _____

Military Service? Yes No Branch of service and rank _____ Dates of Service _____

Special Training _____

EDUCATION

Name and Location	Course of Study	Scholastic Average	Dates of Attendance	Graduated		
				Yes/No	Mo/Year	Degree
High School			N/A		N/A	
College						
Vocational						
Other						

Additional comments regarding education _____

SKILLS

List Computer Software Packages in which you are proficient _____

What languages do you: speak fluently _____ write fluently _____ read fluently _____

Proficient on : Cash Register _____ 10-Key _____ Other Skills _____

EMPLOYMENT HISTORY

(List present or most recent employer first)

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

Name of Company _____ Address _____

Supervisor _____ Salary _____ Phone _____

Job Title _____ Date Started _____ Date Left _____

Job Description _____

Reason for Leaving: _____

I Certify that I held **NO OTHER** jobs between the dates of those listed above . **Please initial here to confirm** _____

AUTHORIZATION FOR BACKGROUND CHECK: I authorize Pattie-Cakes, Inc. to verify employment, except as noted below, as well as conduct criminal and vehicular record check.

Indicate those you do not wish contacted: _____

Signed: _____ Date: _____

REFERENCES

1) Name _____ Occupation _____

Address _____ Phone _____

2) Name _____ Occupation _____

Address _____ Phone _____

3) Name _____ Occupation _____

Address _____ Phone _____

Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

*** * * PLEASE READ * * ***

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize **Pattie-Cakes, Inc.** to investigate past employment, credit, criminal and education history, as well as references given on this application, as deemed necessary at the sole discretion of Pattie-Cakes, Inc.

I understand that if employed such employment may be terminated for just cause, or no cause, by Pattie-Cakes, Inc. or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

Signature

Date

OFFICE USE ONLY

Interviewed by _____ Date _____

Comments _____

Referral Source _____ Hired _____ Not Hired _____

Starting Date _____ Position _____ Salary _____

Location _____ Department _____ Reporting To _____

Work Availability Form

NAME _____

DATE _____

Position Applied for: _____

Please list the hours you would be available for work. Be as specific as possible:

(All employees working more than 14 hours each week must work a minimum of 3 weekend shifts per month, including 1 Sunday)

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____

Total Hours per Week: _____

Occasionally available to work: _____

Specific Limitations: _____

I understand that any employment offer made is based on the above availability.

Applicant Signature _____ Date _____