

Java Grill

Date: _____

EMPLOYMENT APPLICATION

The information contained herein together with all attached papers will be considered confidential and property of Java Grill.

PERSONAL (please print clearly):

NAME _____ SOCIAL SECURITY # _____
Last First Middle Initial

ADDRESS _____
Number & Street Apt. # City State Zip

PHONE NO. _____ ALTERNATE PHONE NO. _____

BEST TIME(S) TO CALL _____ E-MAIL ADDRESS _____

How were you referred to Java Grill? _____

State Name and Department of any Relatives Already Employed by this Company

WORK ELIGIBILITY STATUS:

Are you a:

1. U.S. Citizen? YES NO
2. Permanent Resident? YES NO
 If yes, please write your Alien Registration # _____
3. Other Y, please explain _____

EMPLOYMENT DESIRED:

Position: _____ Date available to start work: _____

Your MINIMUM salary requirements are (check one): _____ Negotiable OR _____ \$ per Hour /Month /Year

EDUCATIONAL INFORMATION

NAME AND ADDRESS OF INSTITUTION		Course of Study or Major Subject	Dates Attended		Years/ Credits	Did you graduate?	Degree
			From	To			
High School or G.E.D. Program	_____					Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade School or Other	_____					Yes <input type="checkbox"/> No <input type="checkbox"/>	
College(s) and/or Graduate School(s)	_____					Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYMENT RECORD: Beginning with your current or most recent position, list in reverse chronological order all jobs in your work history, or those jobs held within the last 10 years, including temporary jobs. Please include any specific experience that demonstrates how you meet the requirements for the position(s) for which you are applying. If you were employed under a different name, give name used. If necessary, attach additional pages.

Dates Employed		EMPLOYER	SUPERVISOR	SALARY	
From	To	Company Name	Name	Start	End
		Address	Phone		
			Title		
Your title _____ Describe your duties _____					
Reasons for leaving _____					

Dates Employed		EMPLOYER	SUPERVISOR	SALARY	
From	To	Company Name	Name	Start	End
		Address	Phone		
			Title		
Your title _____ Describe your duties _____					
Reasons for leaving _____					

Dates Employed		EMPLOYER	SUPERVISOR	SALARY	
From	To	Company Name	Name	Start	End
		Address	Phone		
			Title		
Your title _____ Describe your duties _____					
Reasons for leaving _____					

Dates Employed		EMPLOYER	SUPERVISOR	SALARY	
From	To	Company Name	Name	Start	End
		Address	Phone		
			Title		
Your title _____ Describe your duties _____					
Reasons for leaving _____					

Dates Employed		EMPLOYER	SUPERVISOR	SALARY	
From	To	Company Name	Name	Start	End
		Address	Phone		
			Title		
Your title _____ Describe your duties _____					
Reasons for leaving _____					

REFERENCES:

Please List the Names of Three Persons, Not Related To You, Whom You Have Known For At Least One Year.

Name	Address/ Phone No.	Relationship	Years Acquainted
1.			
2.			
3.			

SKILLS AND ABILITIES

Please describe any specific skills or training that would demonstrate any special capabilities or qualifications for the position for which you are applying (i.e. computer skills, trades, etc.).

Foreign Languages (specify fluency--reading, speaking, and/or writing): _____

CERTIFICATIONS, LICENSES

Please indicate any other skills and abilities you possess, including licensed or certified membership in a profession or trade (indicate the type of license or certification, and the issuing state or company, etc).

It is our procedure to check all references. If you do not wish to have your current employer contacted, please check the box below.

Do not contact my present employer.

Comments:

Have you ever applied for a job with Java Grill before? _____ If yes, give dates and positions sought.

Have you ever been employed by Java Grill? _____ If yes, give position, department, supervisor and dates.

Have you ever been discharged, fired, or asked to resign from any position? _____ If yes, please explain.

In accordance with applicable federal and state laws, Java Grill does not discriminate on the basis of age, race, religion, sex, sexual orientation, disability, national or ethnic origin, or veteran status.

I hereby certify that the information contained in this application is true and complete. I understand that, if employed, all false statements or omissions on this application are grounds for immediate dismissal. I also understand that, if employed, both Java Grill and I will have the right to terminate my employment at any time with or without cause, and that no one has any authority to make any representation or agreement to the contrary.

In processing this employment application, Java Grill is authorized to conduct an investigation of my personal history for purposes of determining my qualifications for employment. Such investigation may include obtaining an investigative consumer report and contacting my previous employers and other references listed on this application. I hereby authorize my previous employers and my references to give Java Grill any information concerning my previous employment and any other pertinent information concerning my professional competence, ethics, character, and other qualifications for employment.

Date _____ 20 _____ Applicant's Signature _____

DO NOT WRITE BELOW THIS LINE. WHEN YOU HAVE COMPLETED YOUR APPLICATION EMAIL IT TO: admin@javagrill.com

For Employment Use

Interviewed by: _____ Date: _____

REMARKS: _____

Neatness		Character	
Personality		Ability	

Hired: _____ For Dept. _____ Position _____ Salary _____

Approved: 1. _____ 2. _____ 3. _____
Employment Manager Department Head General Manger