



## 201/Berkley Inc. Employee Application

A complete application consists of this completed form, and your current resume if any.

(Information found on your resume need not be duplicated here.)

PLEASE WRITE LEGIBLY

Position(s) desired:		Hours Per Week Desired:					
Today's date:		Date of Birth:		Marital Status:			
Name as it appears on your driver's license							
First:		Middle:		Last:		Maiden:	
Current address:							
Street		City		State		Zip	
Days Available:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times Available:	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___
Times Available:	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___
Cell Number:		Email:					
Citizenship:				If not US, are you a permanent resident of the US? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No. (Proof of eligibility will be required upon arrival.)							

### Education

TYPE OF SCHOOL	NAME OF SCHOOL	CITY & STATE	YEAR COMPLETED	MAJOR & DEGREE
High School				
Undergraduate				
Graduate School				

## Professional Experience

Current or most recent employer	Supervisor	Employment dates
	Name _____ Phone _____	From _____ To _____
Briefly describe your title and duties: _____ _____		
Briefly describe any experience in the restaurant industry: _____ _____		
Briefly describe any education or experience in POS/computers: _____ _____		
Briefly describe any experience in supervising or management: _____ _____		

*Because Berkley Inc. employees supervise and (sometimes) come in contact with minors, it is necessary for us to ask for information about your criminal record (if any) and driving record, and verify this information with corresponding authorities. See also the note at the bottom of the next page.*

## Criminal Record

<p>Have you ever been convicted of a crime, other than traffic violations?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, explain nature and location of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## Driving Record

<p>Driver's license number _____ State of issue _____ Expiration date _____</p> <p>Have you had any vehicle accidents during the past three years in which you were at fault?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If so, describe the causes, damages, and any injuries to yourself or others</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## References

List two professional references, people with whom you have worked, preferably present or former supervisors.

Name _____	Name _____
Relationship _____	Relationship _____
Position _____	Position _____
Employer _____	Employer _____
Address _____	Address _____
_____	_____
Phone _____	Phone _____
Email _____	Email _____

## Accommodation of Disabilities

A job description has been provided to you. Indicate if you are physically able to perform the essential functions of the job for which you have applied  Yes  No.

If you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Consent Agreement and Publicity Release

In consideration of my prospective employment by Berkley Inc.:

I authorize investigation of all statements contained in this form, including my criminal record and driving record. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Berkley Inc. permission to contact my previous or current schools or employers, references, and others, and hereby release Berkley Inc. from any liability as a result of such contact.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Note: State and Federal laws require employers to perform criminal and driving background checks on their employees and volunteers who work with minors. Berkley Inc.'s use of background check information is regulated by law. You can obtain information about relevant laws from the Office of the Attorney General of CA.*

*Berkley, Inc. is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability.*