

**For Office Use Only**

Emp. No. \_\_\_\_\_

W4 \_\_\_\_\_

Working Paper# \_\_\_\_\_

**PERSONAL INFORMATION:** ( Please print clearly)Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Are you 18 years or older? ☐ Yes ☐ NoAre you at list 16 years of age ☐ Yes ☐ NoHave you ever worked for Midtown Foods ☐ Yes ☐ No if yes, where/when: \_\_\_\_\_Do you have any friends or relatives working for Midtown Foods? ☐ Yes ☐ No

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**In case of emergency notify:**Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**AVAILABILITY:**Are you legally able to be employed in the: ☐ USA ☐ CANADA ☐ AUSTRALIAWhat type of position are you seeking? ☐ Part Time ☐ Full TimeHave you ever been convicted of a felony? ☐ Yes ☐ No

Hours available: Sun. from \_\_\_\_\_ to \_\_\_\_\_, Mon. from \_\_\_\_\_ to \_\_\_\_\_, Tue. from \_\_\_\_\_ to \_\_\_\_\_, Wed. from \_\_\_\_\_ to \_\_\_\_\_

Thu. from \_\_\_\_\_ to \_\_\_\_\_, Fri. from \_\_\_\_\_ to \_\_\_\_\_, Sat. from \_\_\_\_\_ to \_\_\_\_\_

Available date to start work: \_\_\_\_\_

**SCHOOL MOST RECENTLY ATTENDED:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Counselor: \_\_\_\_\_ Last Grade Completed: \_\_\_\_\_ Grade Average: \_\_\_\_\_

Graduated? ☐ Yes ☐ No Now Enrolled? ☐ Yes ☐ No

Sports or activities: \_\_\_\_\_

**MOST RECENT EMPLOYMENT:**

Company: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Wage: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Wage: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

I certify that this information is accurate and complete. Giving incomplete or false information in an application for employment is a serious matter and is ground for dismissal. I hereby acknowledge notification that Midtown Foods request information regarding my character, general reputation or mode of living.

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



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYMENT TEST

(No calculators please)

### PART I

.89		
.79		
3.39	10.00	35.25
<u>+2.79</u>	<u>-4.59</u>	<u>-33.08</u>

For the following questions, state your answer in terms of bills and coins. For example, \$4.58 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 \$20.00 bill, what is his change?
2. If the customer's order came to \$6.22 and he gave you \$20.25 bill, what is his change?

### PART II

A. What do you consider to be the most important qualification of a Midtown Foods employee?

B. The store is very busy and your shift is due to be over at 6 P.M. The individual who is schedule to begin working at 6 P.M. does not show up. What do you do?

**REFERENCES:** (Please do not use family members)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do we have your permission to contact your current employer? ☐ Yes ☐ No

If No, please explain: \_\_\_\_\_