

The Big Biscuit

Application for Employment – Please PRINT

Name: Last _____ First _____ Middle _____ Date _____

Street Address _____ Apt # _____

City _____ State _____ Zip _____ How long at this address? _____

Phone number (_____) _____ - _____ Alternate Phone (_____) _____ - _____

Are you at least 16 years of age? Please circle Yes or No Note: If you are under 18 years of age, proof of age or work permit may be required

Employment Desired / Availability

Position desired _____ Desired pay _____ Available start Date _____

We are open 6:30am to 2:30pm daily. Some of our shifts start as early as 5:30am and could end as late as 3:30pm. Consistent attendance and punctuality are essential requirements of every job with this company.

Do you have adequate transportation to and from work for the days you are available?..... YES / NO

What days are you available to work?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you available on Holidays?..... YES / NO

How many days/shifts per week would you prefer to work? 1 day 2 days 3 days 4 days 5 days 6 days

Anything about your availability we should/need to know? _____

Are you presently, or have you ever been employed by The Big Biscuit?..... YES / NO

(If yes, Dates of employment _____ Position held _____ Location _____)

Work Status Information

Have you ever been convicted of a felony that has not been annulled, expunged or sealed by the court?..... YES / NO
(Conviction will not necessarily disqualify applicant from employment, but will be considered in the context of the entire application & position applied for.)

Before we conduct our background check is there anything you would like us to hear from you directly?..... YES / NO
If Yes, please explain: _____

If a job is offered, will you provide legal verification of your eligibility to work in the USA?..... YES / NO

If a job is offered, will you submit proof of age?..... YES / NO

We have a policy against the use of drugs and alcohol in the workplace. This includes being under the influence in the workplace. Will you comply with our drug and alcohol policy?..... YES / NO

Education

	Name of School	City and State	# of years completed	Graduate Yes / No	Degree
High School					
College / Other					

Employment History

Starting with your CURRENT or most recent employer, state your employment history for the past 5 years. If needed attach an additional sheet of paper. If you were employed under a maiden or other name, list here: _____

1. Employment dates - From _____ To _____ Title _____ Pay rate: Start _____ End _____

Name of company _____ Address _____ City _____ State _____

Describe the work you did _____

Supervisor's name & phone number _____ (____) _____ - _____ Reason for leaving _____

2. Employment dates - From _____ To _____ Title _____ Pay rate: Start _____ End _____

Name of company _____ Address _____ City _____ State _____

Describe the work you did _____

Supervisor's name & phone number _____ (____) _____ - _____ Reason for leaving _____

3. Employment dates - From _____ To _____ Title _____ Pay rate: Start _____ End _____

Name of company _____ Address _____ City _____ State _____

Describe the work you did _____

Supervisor's name & phone number _____ (____) _____ - _____ Reason for leaving _____

References – Give name & phone numbers of three references that are not relatives or previous employers

1. _____ 2. _____ 3. _____

Certification of Information: Please read carefully and understand this statement before signing your application

1. I certify that the information I have provided in the application is correct and complete. I understand that false, incomplete or misrepresented information given in my application, resume or during the interview process may result in a refusal to hire or termination of employment.
2. I authorize all persons, employers, schools and organizations to give you any job-related information about me. This includes information about my employment record, reason for termination of employment, and work performance. I release all parties from all liability and damages that may result from furnishing this to you.
3. This application will expire in 30 days. After that date I understand that my status as an applicant will end. I may reapply for employment in the future by completing a new application.
4. I acknowledge that the owner reserves the right to amend or modify any of its handbooks or policies at any time and without prior notice. These policies do not create any promises or contractual rights between the employer and its employees. Employment is at will. This means an employee is free to terminate his/her employment at any time, without any reason, with or without cause, and The Big Biscuit retains these same rights.
5. I authorize The Big Biscuit to provide information from my record, including dates of employment, salary earned, reasons for leaving employment, and all other information they may have concerning my performance to businesses that I apply to for employment during or after my employment ends here. I also release the owners and representatives from any liability or claims for damages, including libel, slander, and invasion of privacy, that may result from the disclosure and use of this information.

Signature of Applicant _____ Date _____