



# Application for Employment

Position: \_\_\_\_\_

Please print clearly in ink. If you need assistance in completing the application  
Please let us know so we can discuss a reasonable accommodation.

Today's Date: \_\_\_\_\_

## PERSONAL DATA

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address: Street and Number: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Name or Nickname: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

How or by whom were you referred? \_\_\_\_\_

Position Desired: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Military Status:  Active  Inactive Branch: \_\_\_\_\_

Have you ever been convicted of crime?  Yes  No If yes, give specifics: \_\_\_\_\_

Have you ever applied to this company before?  Yes  No If yes, give dates: \_\_\_\_\_

If hired and under 18, can you furnish a work permit?  Yes  No  I am over 18  over 21

Have you ever been employed by Sunset Grille or any of their affiliates?  Yes  No Date: \_\_\_\_\_ Location: \_\_\_\_\_

Do you have any specific salary requirements?  Yes  No If yes, please indicate: \_\_\_\_\_

## EMPLOYMENT DATA

Date Available for Work: \_\_\_\_\_ Total hours available per week: \_\_\_\_\_

Type of hours:  Full Time  Part Time  Days\*  Nights\* \*Hours: \_\_\_\_\_

Regular  Temporary/ What date will you no longer be available for work? \_\_\_\_\_

Are there any days or hours you are unable or unwilling to work? If yes, write specifics below:  
\_\_\_\_\_

Do you have transportation to/from work?  Yes  No

## EDUCATION

High School: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Circle highest grade completed: High School 9 10 11 12 College 13 14 15 16 17

Diploma or GED:  Yes  No

College (List all whether or not degree was obtained)

Name	Address	Major	Minor	Degree	Grade

# EMPLOYMENT RECORD INFORMATION

**Please complete in full even though you may have a resume. You may include military service and any verifiable work performed on a volunteer basis.**

1. Current/Last Employer: \_\_\_\_\_ Estimated Dates: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Co. Phone Number: ( ) \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_ May we contact: \_\_\_\_\_  
 Yes  No

2. Current/Last Employer: \_\_\_\_\_ Estimated Dates: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Co. Phone Number: ( ) \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_ May we contact: \_\_\_\_\_  
 Yes  No

3. Current/Last Employer: \_\_\_\_\_ Estimated Dates: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Co. Phone Number: ( ) \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_ May we contact: \_\_\_\_\_  
 Yes  No

4. Current/Last Employer: \_\_\_\_\_ Estimated Dates: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Co. Phone Number: ( ) \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_ May we contact: \_\_\_\_\_  
 Yes  No

# REFERENCES

## Professional References

Please list 3 professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

*Please Print*

1. **Name of Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_  
Company Name and Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_ ext. \_\_\_\_\_

1. **Name of Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_  
Company Name and Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_ ext. \_\_\_\_\_

1. **Name of Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_  
Company Name and Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_ ext. \_\_\_\_\_

## SECURITY

**Read this carefully before answering the following questions:**

You may answer "No" if your criminal record consists only of one or more of the following: (a) a sealed record on file with the Commissioner of Probation, (b) a case of delinquency or a child in need of services which did not result in a complaint transferred to Superior Court for criminal prosecution, (c.) your crimes were misdemeanors and they occurred 5 or more years ago, or (d) your misdemeanors were limited to a first offense for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray.

Have you been convicted of a felony or misdemeanor?  Yes  No

If yes, give details including date, location (city) nature of offense and disposition. \_\_\_\_\_

*Note: A conviction record will not necessarily be a bar to employment, Non disclosure of a criminal record will be grounds for termination.*

## SIGNATURE

**READ CAREFULLY BEFORE SIGNING:**

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time Sunset Grille discovers that I have omitted, misstated, or falsified information on this application or at any time during the hiring process.
3. I authorize Sunset Grille to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history, and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to Sunset Grille. I hereby release any individual, agency, and Sunset Grille from all claims or liabilities which may arise from the disclosure of such information.
4. I understand that I may be required, to sign a non-compete, confidentiality, and /or business ethics agreement as a condition of my employment.
5. I understand that Sunset Grille is a drug free workplace, and reserves the right to conduct random drug tests. Any suspicion of any type of drug or alcohol use on the job may result in immediate termination of my employment.
6. I understand that any of the following may be grounds for immediate termination of my employment;
  - insubordination to Sunset Grille Management Team
  - rudeness to Sunset Grille customers
  - unethical behavior, stealing, lying, uncooperativeness, & tardiness
  - non compliance to rules and regulation of the Sunset Grille.
7. I understand that all employees of Sunset Grille are employees at will. If hired, I will be free to resign at any time. Likewise, Sunset Grille will have the right to terminate my employment at any time with or without any reason or notice, regardless of date of payment of my wages or salary. Neither this application, the welcome packet, or any other documents given to me are intended to create nor should such documents be construed as creating, an express or implied contract of employment for a definite term. I understand that no other company representatives have the authority to alter my at-will status without the written approval of Sunset Grille Board of Directors.

***My Signature Certifies That I have Read and Agree With The Above Statements.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_