

# APPLICATION FOR EMPLOYMENT



## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Present address (street, city, state, zip): \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Are you 18 or over?  Yes  No

Are you legally authorized to work in the U.S.? (Proof of eligibility will be required upon employment)  Yes  No

Have you ever been convicted of a crime?  Yes  No If yes, please explain: \_\_\_\_\_

(Note: You need not identify convictions that have been sealed, expunged, dismissed, or otherwise eradicated by statute court order, any conviction for a marijuana offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program. Such conviction may be relevant if job-related, but does not necessarily bar you from employment.)

What position are you applying for? \_\_\_\_\_

How did you hear about the position for which you are applying? \_\_\_\_\_

Why are you interested in working for Tan Bella? \_\_\_\_\_

What is your pay expectation? \_\_\_\_\_ When could you start? \_\_\_\_\_

What planned vacations or extended time off do you need in the next three to six months? \_\_\_\_\_

Which location are you interested in working at? \_\_\_\_\_

How long would you like to work at Tan Bella? \_\_\_\_\_

## AVAILABILITY

Please indicate when you are available to work each day of the week (For example: From 5:30 AM to 11:00 AM). Please indicate 'Not Available' if you are unable to work on a particular day.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
From							
To							

## PROFESSIONAL REFERENCES

Please provide contact information for present or previous supervisors (not related to you).

NAME	RELATIONSHIP	BUSINESS NAME	YEARS ACQUAINTED	PHONE	EMAIL

## EDUCATION

	NAME & LOCATION	YEARS COMPLETED	DEGREE	MAJOR
High School				
College				
Other				

## EMPLOYMENT HISTORY

List your last three employers, starting with the most recent. You may also include non-paid volunteer experience or extracurricular activities. Please complete this section even if you attach a résumé.

Company Name, Address, Phone Number	Position	Dates Employed				Pay	Name of Immediate Supervisor	Reason for Leaving
		From		To				
		Mo.	Yr.	Mo.	Yr.			
		Mo.	Yr.	Mo.	Yr.			
		Mo.	Yr.	Mo.	Yr.			

Have you ever been discharged from any employment or asked to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

## APPLICANT CERTIFICATION

- I hereby certify that I have not knowingly withheld or misrepresented any information pertaining to my application for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of time elapsed before discovery. I understand and agree that if employed, my employment with Tan Bella is at-will, for no definite or determinable period and may be terminated either by me or the company at any time, with or without cause, or advance notice.
- It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, gender bias, national origin, marital status, expunged juvenile records, or pregnancy, and any and other characteristic protected by Federal, State, or Local law.
- I understand that any offer of employment may be contingent upon the successful completion of a background check. That may include criminal and/or credit checks.
- I hereby authorize Tan Bella to investigate my references and all relevant information contained in this application. I authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
- I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between the company and me. I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me.

Applicant Signature: X \_\_\_\_\_

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