

# Application For Employment



## CONFIDENTIAL

Answer each question fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. The Orchard House Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, national origin, sex, religion, disability, veteran status, or any other basis prohibited by law.

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

## PERSONAL INFORMATION (Please print)

First Name	Middle	Last	Other names you are known by	
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been convicted of a crime in the last seven (7) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list the convictions that are a matter of public record. A conviction will not necessarily disqualify you for employment.		
Street Address		City	State	Zip
Daytime Phone Number		Evening	Email Address	
Referred By: _____				

## JOB DETAILS

Position Applied For:			Date You Can Start:			
Specify hours available each day of the week:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## JOB HISTORY *List current and last two employers, starting with the most recent first. Account for all periods of time for the past three years, including any periods of unemployment.*

1	From	Current Employer (Name, Address, Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ Average # of hours per wk _____		
	Duties Performed				
Supervisors Name		Phone Number		May We Contact?	
2	From	Current Employer (Name, Address, Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ Average # of hours per wk _____		
	Duties Performed				
Supervisors Name		Phone Number		May We Contact?	
3	From	Current Employer (Name, Address, Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ Average # of hours per wk _____		
	Duties Performed				
Supervisors Name		Phone Number		May We Contact?	

EDUCATION		Name and Address of School	Did You Graduate?	Subjects Studies/Degrees Received
High School			Y N	
College			Y N	
Trade, Business, or Online School			Y N	

List skills relevant to the position applied for:

Have you ever visited The Orchard House Restaurant? Describe your experience. \_\_\_\_\_

\_\_\_\_\_

Why would you like to work for The Orchard House Restaurant? \_\_\_\_\_

\_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

\_\_\_\_\_

\_\_\_\_\_

Have you taken and passed the Idaho Food Safety and Sanitation Certification test?

\_\_\_\_\_

REFERENCES			
<i>Provide the names of three professional references, whom you have know at least one year.</i>			
Name	Address & Phone Number	Business	Years Acquainted How do you know this person?
1			
2			
3			

I hereby authorize The Orchard House Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by The Orchard House to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate The Orchard House to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or The Orchard House at any time without prior notice for any reason.**

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