



<b>MANAGER</b>	
Name:	_____
Date:	_____
Position:	_____

# Employment Application

## PERSONAL INFORMATION

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

Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you 16 or over?  Yes  No

If you are under 18, can you furnish a work permit?  Yes  No

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

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

*(Note: You need not identify convictions that have been sealed, expunged, dismissed, or otherwise eradicated by statute or court order, any conviction for marijuana offense if the conviction is more than two years old, or any information pertaining to referral to and to and participation in any pre-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? \_\_\_\_\_

What is your pay expectation? \_\_\_\_\_

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

How long would you like to work at Armadillo Willy's? \_\_\_\_\_

Do you have a valid Food Handler Card?  Yes  No *(Proof of a valid card is required for employment)*

## AVAILABILITY

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

	SUN	MON	TUE	WED	THU	FRI	SAT
<b>From:</b>							
<b>To:</b>							

## PROFESSIONAL REFERENCE

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

Name	Relationship	Years Acquainted	Phone	Email

## EDUCATION

Name	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 have a resumé.

Date Employed	Company Name, Address, Phone Number	Position	Pay	Reason for Leaving

Have you been employed with Armadillo Willy's before?  Yes  No

If yes, please state where, and your reason for leaving: \_\_\_\_\_

Have you ever been dismissed or forced to resign from employment?  Yes  No

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

## APPLICATION CERTIFICATION

**\*Please read & initial each paragraph below. If you do not understand, please ask manager before signing.**

\_\_\_\_\_ *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 Armadillo Willy's is at-will and can be terminated either by me or the company at any time, with or without cause or advance notice.*

\_\_\_\_\_ *I understand Armadillo Willy's provides reasonable accomodation to assist in the hiring process and performance of essential job functions as required by applicable federal, state and local laws, and if I have questions or need for accomodation, I will communicate them to the hiring manager.*

\_\_\_\_\_ *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 Armadillo Willy's to investigate my references and authorize all relevant information.*

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