

Received By: _____

Today's Date: _____



Harbor House Cafe, Inc.

An Equal Opportunity Employer

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Wage desired: _____

Are you employed now? _____ If so may we inquire with your present employer? _____

How did you learn about us (friend, advertisement, walk-in, relative etc.)? _____

Have you applied or interviewed with us before? _____ If so when? _____

Location you are applying at: _____ Are you available to work at either location? _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Present address: _____
Street / City / State / Zip

Home phone number: _____ Cell phone number: _____

Email address: _____ Are you 18 years or older? _____

AVAILABILITY

What shift/hours are you available for? The hours listed below are approximate. (Please circle to indicate)

Day Shift (6 AM – 3:30 PM) Swing Shift (2 PM – 11:30 PM) Swing/Grave Shift (6 PM – 2 AM) Graveyard Shift (9 PM – 6:30 AM)

Work schedules vary from week to week and occasionally employees are asked to stay late, leave early, or come in on a scheduled day off.

Are there any days of the week that you can not work? _____ Yes / No

If yes, please explain: _____

We are a 24 hour restaurant that never closes.....

Are you willing to work most holidays and almost every weekend? _____ Yes / No

Do you have any obligations/reasons that would prevent you from reporting to work when assigned? _____ Yes / No

If yes, please explain: _____

Have you ever been convicted of a felony? _____ Yes / No

If yes, please explain: _____

A yes answer does not automatically disqualify you from employment with the company.

PHYSICAL RECORD

Do you have any limitations that preclude you from any work you are being considered for? _____ Yes / No

If yes, please explain: _____

Do you have any temporary disability that will require absence from work for an extended period? _____ Yes / No

If yes, please explain: _____

In case of an emergency, notify: (Name/Address/Telephone) _____

FORMER EMPLOYERS

Please complete thoroughly to be considered for employment. Begin with your present or most recent employers. You may attach a resume; however the application must be completed in full.

Dates: Begin/End	Name of Employer, Address, Supervisor's Name and Telephone Number	Salary: Begin / End	Position Held Describe Duties	Explain Reason for Leaving:

Give name and telephone number of two references who are not related to you and are not previous employers.

Time known	Relationship to Reference	Full Name and Phone Number
Time known	Relationship to Reference	Full Name and Phone Number
Time known	Relationship to Reference	Full Name and Phone Number

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING:

I authorize investigation of all statements contained herein and the references listed to give you any and all information concerning my previous employment any relevant information they may have, personal or otherwise. I release all parties from liability for any damage that may result from furnishing this information.

I hereby certify the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, false statements and /or inclusion of prior employers on this application are grounds for dismissal.

Signature: _____ Date: _____

I understand and agree that, if hired, my employment is for no defined period and is not to be constructed as permanent. Regardless of the payment date of my wages and salary, I may be discharged at any time without prior notice.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____ Second interview by: _____ Date: _____

Hired: Yes / No _____ Position: _____ Dept.: _____

Hourly wage: _____ Date reporting to work: _____ Shift: _____

Approved By: _____