

# Application For Employment At



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

Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

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

How were you referred to Tom+Chee? \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you ever applied to Tom+Chee before? Yes \_\_\_ No \_\_\_

If yes, explain (include date+location): \_\_\_\_\_

## Personal Information

Are you over the age of 18? Yes \_\_\_ No \_\_\_

(if under the age of 18, hire is subject to verification of minimum legal age)

Are you legally allowed to work in the United States? Yes \_\_\_ No \_\_\_

(if hired you must be able to present evidence of you U.S. citizenship or proof of your legal right to work in the United States)

If hired, would you have reliable transportation to/from work? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a criminal offense? (felony/misdemeanor) Yes \_\_\_ No \_\_\_

## Education, Training + Experience

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

Number of years completed: \_\_\_\_\_ Did you graduate? \_\_\_ Degree/Diploma earned: \_\_\_\_\_

College/University: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? \_\_\_ Degree/Diploma earned: \_\_\_\_\_

Military - Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Total years of service: \_\_\_\_\_

Skills+Duties: \_\_\_\_\_

## Additional Information

Are you bilingual \_\_\_ If yes, what languages and how fluent would you consider yourself? \_\_\_\_\_

What makes you special? Please list any other experience, training, qualifications or skills that you feel make you stand out and especially suited for working at Tom+Chee? \_\_\_\_\_

**Employment History** Please Describe Past And Present Employment Positions, Dating Back Five Years.

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Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ May We Contact For References: Yes \_\_\_ No \_\_\_  
Length of Employment From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
Position+Duties: \_\_\_\_\_  
\_\_\_\_\_

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Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ May We Contact For References: Yes \_\_\_ No \_\_\_  
Length of Employment From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
Position+Duties: \_\_\_\_\_  
\_\_\_\_\_

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Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ May We Contact For References: Yes \_\_\_ No \_\_\_  
Length of Employment From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
Position+Duties: \_\_\_\_\_  
\_\_\_\_\_

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**References** List 3 people who have professional knowledge of your work performance within the last 4 years.

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Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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**Please read and initial each paragraph then sign below.**

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I certify that I have not purposely withheld any information that might adversely affect my chances of hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omissions (including any misstatement) of material facts on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from Tom+Chee. (initial) \_\_\_\_\_

I understand that if I am employed, my employment is not definite and can be terminated at any time, with or without prior notice. (initial) \_\_\_\_\_

I permit Tom+Chee to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I 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 examination or revelation.

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