

P: (252) 523-6854
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Kinston, NC • Faison, NC



Employment Application

Personal (Please Print)

NAME:

DATE:

Last Name

First Name

Middle Initial

ADDRESS:

Street Address

Apartment/Suite No.

City

State

Zip Code

TELEPHONE:

SOCIAL SECURITY NUMBER:

If you are under 18 years of age, could you furnish a work permit?

☐ Yes

☐ No

Are you legally eligible for employment in this country?

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

☐ Yes

☐ No

Restaurant Experience (Please check any prior restaurant experience)

☐ Management

☐ Bartender

☐ Cook

☐ Chef

☐ Waiter/tress

☐ Host/Hostess

☐ Bus/Dishwasher

☐ Deliveries

☐ Cashier

☐ Catering

☐ Banquets

☐ Bookkeeping

Other (Please Specify):

Position applying for:

Have you ever been employed by this restaurant before?

☐ Yes

☐ No

Are you currently employed?

☐ Yes

☐ No

May we contact your current employer

☐ Yes

☐ No

If a position requires travel do you have a valid drivers license?

☐ Yes

☐ No

Have you ever been convicted of a felony in the last seven (7) years?

(Conviction will not automatically disqualify an applicant from employment.)

☐ Yes

☐ No

If yes, please explain:

List any special skills, experiences, or qualifications which may benefit you in the job for which you are applying:

Date Available:

Salary Desired:

Availability - List hours available to work per week

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
From	To	From	To	From	To	From	To	From	To	From	To	From	To	

Educational Background

High School:

Address:

Years Completed:

Diploma/Degree:

Subjects Studied:

College:

Address:

Years Completed:

Diploma/Degree:

Subjects Studied:

Graduate School:

Address:

Years Completed:

Diploma/Degree:

Subjects Studied:

Trade/Business School:

Address:

Years Completed:

Diploma/Degree:

Subjects Studied:

Employment History (List the last 3 employers, starting with the last one first. Include any volunteer activities or military experience)

1. Company:	Supervisor:	Telephone:	
Address:	City:	State:	Zip Code:
Job Title:	From:	To:	
Describe Major Duties:	Starting Salary:		Ending Salary:
Reason For Leaving:	\$ Per:		\$ Per:

2. Company:	Supervisor:	Telephone:	
Address:	City:	State:	Zip Code:
Job Title:	From:	To:	
Describe Major Duties:	Starting Salary:		Ending Salary:
Reason For Leaving:	\$ Per:		\$ Per:

3. Company:	Supervisor:	Telephone:	
Address:	City:	State:	Zip Code:
Job Title:	From:	To:	
Describe Major Duties:	Starting Salary:		Ending Salary:
Reason For Leaving:	\$ Per:		\$ Per:

References (List the names of three persons, not related to you, who have known you for at least two years)

	Name	Address:	Occupation:	Phone #:
1.				
2.				
3.				

Pre-Employment Statement:

"I certify that all the information submitted by me on this application form is true and complete. I authorize investigation of all statements contained on this application form and permit this organization to obtain any transcripts, records, or documents pertaining to my education, background, or business experience. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected or if I am employed, my employment may be terminated at any time. If any employment relationship is established, I understand that I retain the right to terminate my employment at any time and that this organization retains the same right. I also understand that my terms of employment can be changed at any time, with or without cause or notice, by this organization. I also understand that I am required to abide by all rules and regulations of this employer."

Signature:**Date:****FOR EMPLOYER USE ONLY — APPLICANT DO NOT WRITE IN THIS SECTION**

Interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Interviewer:	Date:
Remarks/Notes:		
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title:	
Employment Date:	Rate of Pay:	Job Status: <input type="checkbox"/> F.T. <input type="checkbox"/> P.T. <input type="checkbox"/> Reg. <input type="checkbox"/> Temp.
Hiring Supervisor:		Date: