



SYCAMORE DRIVE IN

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



ARE YOU 16 YEARS OF AGE OR OLDER? YES NO

If Yes, Please complete the employment application (if you are under 18 years of age, you will need to provide proof of age).

If No, Please do not complete the application (Sycamore Drive In does not hire under 16 years of age).

Sycamore Drive In prohibits discrimination in employment because of race, color, sex, religion, age, national origin, disability, citizenship status, participation in military service or any other unlawful basis in accordance with all applicable federal and state laws.

PERSONAL INFORMATION

Today's Date

Name _____ Date available to work: _____
Last First Middle Social Security Number

Address _____
Number Street City State Zip Code

Home Telephone Number _____ Secondary Telephone Number _____
Area Code Number Area Code Number

Are you legally eligible to work in the U.S.? Yes No If you are under 18 years of age, please state your date of birth _____

POSITION DESIRED

What kind of position are you applying for? (check one) Service Production Cleaning

What type of employment do you want? (check one) Full Time Part Time Temporary Summer

What are the two (2) most important factors to you choosing a job? 1. _____

What are your wage expectations per hour? \$ _____ 2. _____

WORK SCHEDULE

What is the minimum (fewest) numbers of hours you would consider acceptable? Per week _____ Per Day _____

Can you work a flexible schedule? (Days and number of hours scheduled are different every week) Yes No

What schedule are you available to work? (Time-- Include AM or PM) (Complete each below)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From To	From To	From To	From To	From To	From To	From To

OTHER INFORMATION

Will you have transportation to work? Yes No

Will you be able to work... After school? Yes No School nights? Yes No
Summer vacations? Yes No Weekends? Yes No

Do you know of any difficulties you may have in performing any of the job related functions of the job you are applying for? Yes No

If yes, explain fully: _____

List school activities you are involved in now and the entire school year:

List: _____

List any sports or activities away from school that would keep you from working including summer sports, camps, vacations, cottages, or visits to relatives:

List: _____

Are you on the honor roll? Yes No

Current grade point average: _____

What is your favorite subject: _____

OTHER INFORMATION

Have you been convicted of a crime (other than minor traffic violations)? Yes No

List all convictions, offenses, and dates: _____

In your prior employment, have you had shortages or misunderstandings about merchandise or funds? Yes No

If yes, describe fully: _____

Have you ever been terminated from a job or asked to resign? Yes No

If yes, list dates and explain: _____

EMPLOYMENT HISTORY

Begin with your most recent position and include military service, full time jobs, part time jobs, and self employment.

NOTE: Even if we have your résumé, please complete the WORK HISTORY in detail.

May we contact your present employer? Yes No

Company:	Telephone Number:	Your Position:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor Title:
Reason For Leaving:	Earnings (starting/ending)	
Company:	Telephone Number:	Your Position:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor Title:
Reason For Leaving:	Earnings (starting/ending)	

EDUCATION

High school (or G.E.D.): <small>(name and address)</small>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
College: <small>(name and address)</small>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
Graduate School: <small>(name and address)</small>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
Have you taken any other specialized courses/seminars? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please describe:

CHARACTER REFERENCES: Give three (3) references who are not relatives or former employers

Name:	Occupation:	Years Known:	Telephone Number:
Name:	Occupation:	Years Known:	Telephone Number:
Name:	Occupation:	Years Known:	Telephone Number:

EMERGENCY INFORMATION *In case of emergency, please notify:*

Name _____ <small>Last First Middle</small>	Telephone Number _____ <small>Area Code Number</small>	Relationship _____
Address _____ <small>Number Street City State Zip Code</small>		

ACKNOWLEDGMENT

I authorize Sycamore Drive In to verify my past employment and education, criminal records, credit history, motor vehicle records, personal references, and other job related data provided on this application or via the interview process. I authorize the appropriate individuals, companies, institutions, or agencies to release information and I release them from any liability as a result of such inquiries or disclosures. I understand that false or misleading statements on this application or concealment of requested facts may be considered cause for disqualification or termination.

I understand that nothing in this employment application, in Sycamore Drive In's statements or personal guidelines or in my communications with any Sycamore Drive In official is intended to create an employment contact between Sycamore Drive In and me. I also understand that Sycamore Drive In has the right to modify its policies without giving me notice of the change(s). I understand that if an employment relationship is established, I have the right to terminate my employment at any time. I also understand that Sycamore Drive In retains the right to terminate my employment at any time.

NAME (print) _____ SIGNATURE: _____ DATE: _____