

# Application for Employment

Personal Information			
Last Name	First Name		M.I.
Present Address	City	State	Zip
Other Address			
Email	Home Phone	Cell Phone	
Position you are applying for?			
Where did you learn about the position you are applying for?	<input type="checkbox"/> Friend/Employee	<input type="checkbox"/> Internet (please specify)	
	<input type="checkbox"/> Drop in	<input type="checkbox"/> Other (please specify)	
I am seeking	<input type="checkbox"/> Full-Time work		
	<input type="checkbox"/> Part-Time work. Requested hours per week (provide a range)		
Requested hourly rate \$			
Can you start work immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, when are you available?	

Employment Information	
Are you presently legally authorized to work in the United States on a full time basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends/family currently employed by our company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, identify their name(s) and position(s):	
Have you ever applied to this company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state when and for what position:	
If hired, can you furnish proof that you are at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired for a position that requires the employee to be over 21 years of age, can you furnish proof of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired for a position that requires the employee to serve alcohol, do you have a current Responsible Alcohol Service (RBS) Card / Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education	Name, City and State	Degree Completed	Course of Study	Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Education/Training		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Certifications		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Background		
Please list your last three employers, starting with the most recent. Please describe your situation if there are any periods of unemployment in your history. If self-employed, list your company's name and business references.		
Most Recent Employer		
Name		
Address		
Position/Title	Hire Date	To
Manager		
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		
Name		
Address		
Position/Title	Hire Date	To
Manager		
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer		
Name		
Address		
Position/Title	Hire Date	To
Manager		
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History Explanations (if needed)

**Reference**

Please list references from your last 3 employers, starting with the most recent. If self-employed, list your company's name and business reference. If there is a period of unemployment, list a reference that is unrelated to you for that period of time.

Name	Title	Relationship	Telephone	Years Known

**Certification**

Please read each paragraph carefully, initial each paragraph, and sign below. Your initials signify that you have read, understood and agreed to the provisions initialed.

This employer takes very seriously false or misleading information provided by applicants on a job application, resume, and other application related materials, including statements made in job interviews. Any representation made by a job applicant that contains false or misleading information, or omits significant information, will result in employer's refusal to hire the applicant or, if discovered after employment commences, will be grounds for immediate termination of employment. My initials below, and signature on this application, certify that this application was completed by me, and that all information contained in my application is true and correct.

\_\_\_\_\_ (initial here)

I hereby authorize the references I have listed to provide information to employer relevant to my application for employment, including information regarding my current and/or previous employment. For positions within the City of San Francisco, pursuant to the San Francisco Fair Chance Ordinance, the employer will consider qualified applicants with arrest and conviction records for Employment. Pursuant to California's Fair Change Act (and for positions for work within the City of Los Angeles, pursuant Los Angeles's Fair Chance Initiative for Hiring Ordinance (FCIHO)), the employer is prohibited from inquiring into a job applicant's criminal history before making a confidential offer of employment to the applicant whereby this request to provide information is not for any information directly or indirectly for criminal history information.

\_\_\_\_\_ (initial here)

If hired, I understand and agree I may terminate my employment with employer at any time, for any reason or no reason, with or without notice to employer, and that employer may terminate my employment at any time, for any reason or no reason, with or without notice to me. If hired, I understand and agree that my employment with employer is for no specified term. No one other than employer has the authority to alter this policy of "at-will" employment, and that any change of that policy must be in writing and signed by an authorized company representative. This at-will provision supersedes all prior understandings or agreements regarding the nature of any employment relationship with employer.

\_\_\_\_\_ (initial here)

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



This employer is an equal opportunity employer. This employer does not discriminate on any basis protected by federal, state, and local laws, including but not limited to on the basis of race, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), color, national origin, sexual orientation, religion, age, disability, marital status, protected medical condition, gender, gender expression, gender identity, genetic information, or any other basis as defined by state, federal or local law. This employer provides reasonable accommodation to qualified individuals for protected reasons in both the hiring process and during employment as required by applicable federal, state and local laws.

This Employment Application was reviewed for legal accuracy and updated in 2024 by Zaller Law Group PC.

