



APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

NAME _____ DATE _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? Yes No

HOW LONG HAVE YOU CURRENTLY BEEN A RESIDENT OF THIS AREA? _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

HAVE YOU EVER APPLIED TO OR WORKED FOR THIS COMPANY UNDER A DIFFERENT NAME? Yes No

NAMES OF RELATIVES ALREADY EMPLOYED BY THIS COMPANY _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____
EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY OR NO CONTEST TO A CRIME? Yes No

IF YES, LIST THE DATE OF THE CONVICTION, THE NATURE OF THE CRIME, AND THE COURT OR JURISDICTION IN WHICH THE CONVICTION OCCURRED. _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? _____

(*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

A SWEETWATER'S REPRESENTATIVE MAY INQUIRE AS TO YOUR WORK HISTORY WITH PAST AND PRESENT EMPLOYERS. Yes No

PERSONAL REFERENCES (PLEASE LIST THREE PERSONAL REFERENCES THAT KNOW OF YOU AS AN INDIVIDUAL OF GOOD CHARACTER. THIS COULD INCLUDE: CLERGYMEN, TEACHERS, COUNSELORS, BANKERS, CIVIC LEADERS AND NEIGHBORS. THESE ARE PEOPLE WHO KNOW YOU OUTSIDE OF A WORK SETTING.)

NAME	RELATIONSHIP	HOW/WHERE TO REACH
1)		
2)		
3)		

A SWEETWATER'S REPRESENTATIVE MAY CONTACT THESE PEOPLE TO INQUIRE AS TO YOUR PERSONAL CHARACTER. Yes No

CAN YOU PERFORM THE FOLLOWING DUTIES OF THE JOB IN WHICH YOU WISH TO BE EMPLOYED, WITH OR WITHOUT ACCOMMODATION? IF ACCOMMODATIONS NEEDED, PLEASE LIST.

- | | | |
|--|--|--|
| <p>BAKER</p> <p>1) Repetitious work with dough - rolling, cutting and handling the product <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) Working around ovens and fryers - Temperatures up to 400 degrees <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3) Lifting heavy equipment and food products - Up to 100 lbs. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4) Bending and stooping to clean and lift <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5) Reaching over head to lift and retrieve <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6) Working on feet for 8 hours a day, or more <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7) Working in a fast paced environment <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8) Sweeping and mopping floor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>COUNTER/CASHIER</p> <p>1) Sweeping and mopping floor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) Bending and stooping to clean <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3) Lifting food and disposal products up to 50 lbs. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>COUNTER/CASHIER</p> <p>4) Working on feet for 8 hours a day, or more <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5) Working with public in fast paced environment <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>DONUT FINISHER</p> <p>1) Lifting buckets and sugar bags up to 50 lbs. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) Bending over to pick up bins and icings <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3) Reaching over head to retrieve products <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4) Working on feet for 8 hours a day, or more <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5) Working with public in fast paced environment <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6) Sweeping and mopping floor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>JANITORIAL SERVICE</p> <p>1) Lifting up to 50 lbs. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) Bending and stooping to clean and lift <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3) Reach over head to retrieve products <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4) Working on feet for 4 hours daily <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5) Sweep and mop floor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|--|

IN CASE OF EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NO.

*I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY.

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS: _____

NEATNESS _____ ABILITY _____

HIRED: Yes No POSITION _____ DEPT. _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____