



# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE- PLEASE PRINT)

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Phone Number: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Date Available to start: \_\_\_\_\_

Have you ever worked for Inka Mama's before? Yes No If Yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

Are you over 19 years of age? Yes No Are you over 21 years of age? Yes No

What is your date of birth? (dd/mm/yyyy) \_\_\_\_\_ (optional)

Are you a citizen of the United States? Yes No If not, do you have work papers? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please give dates and details: \_\_\_\_\_

Are you a smoker? Yes No

List the names and relationship of friends and relatives working for Inka Mama's : \_\_\_\_\_

List Hours Available For Work (List school year availability and attach school schedule):

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

How many shifts are you looking to work: 1-2 2-3 3-4 4-5 Other: \_\_\_\_\_

List any circumstances, including other employment or extracurricular activities, which will limit your hours of availability with Inka Mama's \_\_\_\_\_

Available During School Vacations: Full Part None

How were you referred to Inka Mama's? \_\_\_\_\_ What is your highest level of education? \_\_\_\_\_

Are you presently in school? Yes No If Yes, Where? \_\_\_\_\_ What is your area of study (major)? \_\_\_\_\_

How far do you live from this store? \_\_\_\_\_ How will you get to and from work? \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_  
*Name Relationship Phone number*

What do you feel the most important qualities of the position you are applying for are? \_\_\_\_\_

Personal or career goals? \_\_\_\_\_

What special qualifications do you have that would help you in the restaurant industry? \_\_\_\_\_

Special hobbies, skills, or knowledge? \_\_\_\_\_

List prior employment starting with the most recent:

1) Company: \_\_\_\_\_ Location: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Position held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
Reference: \_\_\_\_\_ Position: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Wage:\$ \_\_\_\_\_ Ending Wage:\$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference? Yes No

2) Company: \_\_\_\_\_ Location: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Position held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
Reference: \_\_\_\_\_ Position: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Wage:\$ \_\_\_\_\_ Ending Wage:\$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference? Yes No

3) Company: \_\_\_\_\_ Location: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Position held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
Reference: \_\_\_\_\_ Position: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Wage:\$ \_\_\_\_\_ Ending Wage:\$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference? Yes No

4) Company: \_\_\_\_\_ Location: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Position held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
Reference: \_\_\_\_\_ Position: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Wage:\$ \_\_\_\_\_ Ending Wage:\$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference? Yes No

I authorize investigation of all statements contained in this application form if i am considered for employment, and hereby authorize previous employers, personal references named, or any other person or persons to whom the company may refer to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may not be on their records.

I understand that misrepresentation or omission of the facts called for hereon or receipt of unsatisfactory references will be sufficient cause for dismissal from the company's service if i shall have been employed.

I understand the need and importance of scheduling reliable staff during those work days and hours required to conduct your business. I acknowledge company's rules and policies require that i inform my scheduling manager any changes in my work availability. Accordingly, I understand and agree it is my responsibility to immediately inform my scheduling manager of any changes.

I further understand that if i shall be employed, my employment will be on a probationary basis and either of us may terminate our work relationship for any reason. I may be discharged at any time for my inability to adapt myself to their requirements and duties of my employment.

**Signature of Applicant:**

**Date:**

### FOR OFFICE USE ONLY

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Social Security No.	Hire Date	Pay Rate	Position	Location(s)	Birthdate	Hired By