



DATE: _____

Smokers Need Not Apply

EMPLOYMENT APPLICATION

Patty Long Catering, Inc. is an equal opportunity employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state and federal law.

PERSONAL

Last Name First Name Middle Initial Social Security No.

Street Address City State Zip Telephone No.

Are you legally eligible for employment in the U.S.? Yes No
(You will be required upon employment to submit verification of your legal right to work in the United States.)

Are you 21 years of age or older? Yes No

Have you ever been convicted of or pled guilty or *nolo contendere* to a felony? Yes No

If yes, please explain. (A conviction will not necessarily disqualify you for employment. Factors such as the date of the offense, seriousness and nature of the offense, rehabilitation and the relationship of the offense to the job for which you are applying will be taken into account.)

Do you have your Hepatitis A vaccinations? Yes No

Are you willing to submit to a current criminal record check? Yes No

Do you have a class A drivers license or other type of commercial/chauffeur's license? Yes No

If so, what kind? _____

Are you willing to provide a current driver's record? Yes No

If yes, please provide a copy with the completed application.

Are you able to perform the functions of the job(s) for which you have applied, with or without a reasonable accommodation? Yes No

If no, please describe any functions which you are not able to perform with or without reasonable accommodations.

Do you have a resume? Yes No

If so, please attach a copy to this application.

JOB INTEREST

Type of work desired: _____ Regular full-time _____ Regular part-time _____ Seasonal

Position desired: _____ Desired Salary: _____

Date available: _____

Have you ever been employed by PLC? _____ Yes _____ No

If yes, please provide location(s) and dates:

How did you hear about the job opening?: _____

List any training or past experience you have that is relevant to the position you are applying for:

EMPLOYMENT HISTORY

Beginning with the most recent, list your last jobs, activities or other experiences, including volunteer work, part-time employment while in school, military service and self-employment for the last 10 years. If you have ever used another name for employment purpose during this period, please indicate.

Employer (present or most recent)

Street Address _____ City _____ State _____ Zip Code _____

Supervisor (name & title) _____ Telephone No. & Ext. _____

Your Job Title _____ From (Mo/Yr) – To (Mo/Yr) _____ Base Rate* _____

Description of your job duties

Reason for leaving

May we contact your present employer for references? _____ Yes _____ No

* Base Rate is basic rate of pay excluding overtime, premiums, special bonuses or allowances. The rate indicated may be checked with former employers.

EMPLOYMENT HISTORY

Beginning with the most recent, list your last jobs, activities or other experiences, including volunteer work, part-time employment while in school, military service and self-employment for the last 10 years. If you have ever used another name for employment purpose during this period, please indicate.

Employer (present or most recent)

Street Address City State Zip Code

Supervisor (name & title) Telephone No. & Ext.

Your Job Title From (Mo/Yr) – To (Mo/Yr) Base Rate*

Description of your job duties

Reason for leaving

May we contact your present employer for references? Yes No

* Base Rate is basic rate of pay excluding overtime, premiums, special bonuses or allowances. The rate indicated may be checked with former employers.

EMPLOYMENT HISTORY

Beginning with the most recent, list your last jobs, activities or other experiences, including volunteer work, part-time employment while in school, military service and self-employment for the last 10 years. If you have ever used another name for employment purpose during this period, please indicate.

Employer (present or most recent)

Street Address City State Zip Code

Supervisor (name & title) Telephone No. & Ext.

Your Job Title From (Mo/Yr) – To (Mo/Yr) Base Rate*

Description of your job duties

Reason for leaving

May we contact your present employer for references? Yes No

* Base Rate is basic rate of pay excluding overtime, premiums, special bonuses or allowances. The rate indicated may be checked with former employers.

List all other employers you have worked for in the last 10 years

Company	Address	Contact Name	Telephone

EDUCATION

High School City State Did you graduate/
Last year completed? Course of study or degree

Trade/Business School City State Did you graduate/
Last year completed? Course of study or degree

College City State Did you graduate? Course of study or degree

PERSONAL REFERENCES

Not former employers, relatives or employees of Patty Long Catering, Inc.

Name	Address	Telephone	Occupation

EMPLOYER REFERENCES

Not relatives or employees of Patty Long Catering, Inc.

Name	Address	Telephone	Occupation

EMERGENCY CONTACTS

Name	Address	Telephone	Relationship

DISCLAIMER OF LIABILITIES FOR PATTY LONG CATERING, INC.

1. If I am offered employment, I understand that I may be required to take a post-offer medical examination before beginning work, in which case PLC's offer of employment will be conditioned upon my satisfactory completion of this examination.
2. If I am offered employment that requires driving as an essential function, I understand that the offer may be subject to proof of a good driving record and my ability to comply with all driving laws.
3. The information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s) or any other employment for, may be sufficient reason not to hire me and may be reason for dismissal.
4. I understand and agree that all information furnished in this application will be verified by PLC and/or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to by me in this application prior to the release of any employment information to PLC. I hereby authorize all individuals in organizations named or referred to in this application and hereby release such individuals, organizations and PLC from any and all liability for any claim or damage resulting therefrom.
5. I understand that, if hired, I am required to abide by all rules and regulations of PLC and to comply with all policies and procedures in the employee handbook, any policy and procedure manual or other communications to employees including but not limited to safety rules. I further understand that PLC policies and procedures are subject to modification without notice.
6. I understand that PLC is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment. I understand that, if I am hired, nothing in this application shall restrict the right of PLC to terminate my employment at any time.

I hereby acknowledge that I have read and understand the above statements.

Signature of Applicant

Date

FOR INTERNAL OFFICE USE ONLY

Reviewed by Chief Operating Officer:

Signature/Print Name

Date

Comments:

Reviewed by Supervisor:

Signature/Print Name

Date

Comments:

Hire Date:

Position:

Rate of pay:

- ____ Part-Time Hourly
____ Full-Time Hourly
____ Salary

Reviewed by Human Resources:

Signature/Print Name

Date

Comments:

Availability Sheet

Employee Name: _____ **Date:** _____
Email: _____ **Cell Phone Number:** _____

We will do our best to accommodate your time requests.
Please understand that as a catering company some jobs are seasonal.

How many shifts would you like to work every week? _____
How many hours would you like to work per week? _____
What date are you available to start? _____

Please circle the groups of hours below that you are NOT AVAILABLE to work:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM
4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM

Please circle the groups of hours below that you WOULD LIKE TO work:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM	7 AM-4 PM
4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM	4 PM-12 AM

Comments:
