



## **APPLICATION FOR EMPLOYMENT**

DATE \_\_\_\_\_

### **PERSONAL INFORMATION**

NAME \_\_\_\_\_

SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

SOCIAL SECURITY # (optional) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (DAY) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### **EMPLOYMENT DESIRED** (Availability of hours may vary)

Position applied for \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Hours Available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you available to work overtime? \_\_\_\_\_

How did you hear about Tebo Tebo Tea Lounge?  
\_\_\_\_\_

Do you have transportation? \_\_\_\_\_

Position may require lifting 30lb or more. Do you meet this requirement? \_\_\_\_\_

How many languages do you speak fluently? \_\_\_ List \_\_\_\_\_

**EMPLOYMENT HISTORY** Please list your last two employers, starting with the most recent:

From \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_ Year graduate? \_\_\_\_\_  
College \_\_\_\_\_ Year graduate? \_\_\_\_\_  
Technical Training \_\_\_\_\_ Other \_\_\_\_\_  
Subjects of special interest or study \_\_\_\_\_

**REFERENCES** Please do not include relatives or former employers

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years known \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years known \_\_\_\_\_  
Address \_\_\_\_\_

**OTHER**

Are you a minor? \_\_\_\_\_ If yes, when will you turn 18? \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain:  
\_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signed \_\_\_\_\_ Date \_\_\_\_\_