

Jamestown Settlement Cafe

Application for Employment

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position Applying For:	Name (Last, First, Middle):		Preferred Name/nickname:	
Street Address:		City, State & Zip:		Email Address:
Social Security Number:	Home Phone:	Cell Phone:	Emergency contact #:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, what is your current age?	
Are you currently employed	<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, what is your current job title & department?	
Have you ever been employed by JSC?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:	
Are you related to any current (company employee)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, their name & their relationship to you?	
do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, Do you have a Car or alternate transportation?	
How did you learn about this employment opportunity? Check all that apply:				
<input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Ad online <input type="checkbox"/> Ad in magazine <input type="checkbox"/> Ad on Radio <input type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:				

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant POS and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)						

WORK EXPERIENCE-Please detail your work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume." Resumes are fine to include but this form must be filled out completely for state and federal compliance.

PLEASE NOTE: JSC reserves the right to contact all current and former employers for reference & information.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

SHIFTS YOU ARE AVAILABLE TO WORK

SHIFTS	SUN	MON	TUES	WED	THUR	FRI	SAT
Lunch							
Dinner							

Are there any days or shifts you are absolutely unable to work? _____

If Yes, Why? _____

Jamestown Settlement Cafe is an Equal Opportunity Employer committed to excellence. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Jamestown Settlement Cafe to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Jamestown Settlement Cafe serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

: : : : : Employer only : : : : :

Eligible for Interview? _____

1st Interview Date: _____ 2nd Interview Date (if necessary) _____

Hire Date: _____ Hiring Manager: _____

Position Hired For: _____ Pay Rate: _____

Orientation Date: _____