

Employment Application



APPLICATION INFORMATION

Full Name _____ Date _____
Last First M.I.

Address _____
Street Apartment #

City State Zip Code

Phone (_____) _____ E-mail Address _____

Date Available to Start _____ Position Applying for _____

Desired Salary \$ _____ Desired number of hours or shifts per week? _____

Availability (what hours you can work)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(Time) From							
(Time) To							

Are you 18 years or older? Yes No If no, you may be required to provide a work permit

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S. Yes No

Have you ever worked for The Cove? Yes No If yes, what was the date? _____

EDUCATION

High School _____ Address _____

Did you graduate? Yes No If no, expected graduation date _____ GED? Yes No



EDUCATION (CONTINUED)

College _____ Address _____

Did you graduate? Yes No If no, expected graduation date _____ Degree _____

Other Education _____ Address _____

Did you graduate? Yes No If no, expected graduation date _____ Degree _____

REFERENCES

Please list two professional or school references (no family or friends)

Full Name _____ Relationship _____

Company _____ Phone (____) _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone (____) _____

Address _____

PREVIOUS EMPLOYMENT

Company _____ Phone (____) _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Employed from _____ to _____ Reason for leaving _____

May we contact your previous employer? Yes No

Company _____ Phone (____) _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Employed from _____ to _____ Reason for leaving _____

May we contact your previous employer? Yes No



PREVIOUS EMPLOYMENT (CONTINUED)

Company _____ Phone (____) _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Employed from _____ to _____ Reason for leaving _____

May we contact your previous employer? [] Yes [] No

EMPLOYMENT TEST (No Calculator Please)

1) Which number should come next? 154, 122, 101, 82, 65, _____

2) A boy is 5 years old and his sister is currently three times as old as he is.
Now the boy is 10 years old, how old would his sister be? _____

3) Please answer the following:

		168
		58
88	7.3157	514
<u>- 37</u>	<u>- 5.3205</u>	<u>+913</u>

4) What are the 3 best qualities you possess which would greatly contribute to The Cove?

5) A customer said he was short in change by receiving 45¢ instead of 54¢. What would you do?

6) As far as the Cove is concerned, prioritize the following from most important to least important and reason why: (Great Product, Friendly & Appreciative Service, Clean & Sanitary Appearance)

7) If you were asked to extend your shift for 2 hours due to another employee calling in sick, while at the same time you have plans with friends for a movie, what would you do?



RELEASE & AUTHORIZATION TO CHECK REFERENCES

By signing below, you hereby authorize without reservation, any party or agency contacted to furnish information needed by The Cove for your employment.

Signature _____

Date _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal from The Cove.

Signature _____

Date _____

The Cove is an Equal Opportunity Employer. Various Federal, State and Local laws prohibit discrimination on account of race, color, religion, sex, national origin, disability, sexual orientation/identification or military/veteran status.

It is The Cove's policy to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.