

Employment Application



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Desired Location: _____

Position: _____

EMPLOYEE INFORMATION

Name: _____

Telephone: _____ Last _____ First _____ Middle _____
 Email: _____ Alternate telephone: _____

Address: _____

During the past 5 years, have you ever been convicted of
 pled guilty to or pled no contest to, a crime, excluding
 misdemeanors and traffic violations?

YES No

How old are you?

15 16 17
 18 19 Over 21

Are you legally eligible for employment in the U.S.?

Yes No

Are you willing to participate in
 pre-employment & periodic drug screening? Yes No

I will be able to start working
 _____ **days after being notified I am hired.**

Are you able to

Work by standing throughout your shift? Yes No

Provide a valid Driver's License? Yes No

If yes, fill out the following: Issuing state: _____

Type: _____

Work shifts: Any Day

(Check all that apply) Night Weekend

Holiday Split

Availability: (Check all that apply, write down hourly if necessary)

Mon Tues Wed Thurs Fri

Sat Sun Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

| | | | |
|---|---|--|-----------------------------|
| Employer name and address: _____ _____ _____ | Position title/duties, skills: _____ _____ _____ | Start date: _____ _____ | End date: _____ _____ |
| Pay: \$ _____ Per: _____ | Supervisor: _____ Telephone: _____ | Reason for leaving: _____ _____ _____ | |
| Employer name and address: _____ _____ _____ | Position title/duties, skills: _____ _____ _____ | Start date: _____ _____ | End date: _____ _____ |
| Pay: \$ _____ Per: _____ | Supervisor: _____ Telephone: _____ | Reason for leaving: _____ _____ _____ | |
| Employer name and address: _____ _____ _____ | Position title/duties, skills: _____ _____ _____ | Start date: _____ _____ | End date: _____ _____ |
| Pay: \$ _____ Per: _____ | Supervisor: _____ Telephone: _____ | Reason for leaving: _____ _____ _____ | |
| Employer name and address: _____ _____ _____ | Position title/duties, skills: _____ _____ _____ | Start date: _____ _____ | End date: _____ _____ |
| Pay: \$ _____ Per: _____ | Supervisor: _____ Telephone: _____ | Reason for leaving: _____ _____ _____ | |

Circle your answer:

- | | | |
|---|-----|----|
| 1. Do you consider yourself to be consistently punctual, trustworthy, and reliable? | Yes | No |
| 2. Can you interact with people (customer and team) in an up-beat and friendly manner, regardless of circumstances? | Yes | No |
| 3. Are you willing to clean (mopping, sweeping, dishes) and maintain a spotless work environment? | Yes | No |
| 4. Have you operated cash registers and/or credit/debit media in the past? | Yes | No |

EDUCATION

| | Institution name | Years completed | Field of study | Graduate or degree |
|--------------------|------------------|-----------------|----------------|--------------------|
| High school | | | | |
| College/university | | | | |
| Business/technical | | | | |
| Additional | | | | |

MILITARY

Are you a veteran? Yes No
Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

| Name | Address | Telephone | Occupation | Years known |
|------|---------|-----------|------------|-------------|
| | | | | |
| | | | | |

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant _____

Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.