



## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Days/Hours Available: \_\_\_\_\_

How many hours can you work weekly?: \_\_\_\_\_

When can you start: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_

College: \_\_\_\_\_

Business or Trade School: \_\_\_\_\_

## WORK EXPERIENCE

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

\_\_\_\_\_  
List the jobs you held, duties performed and skills used  
or learned while at this company: \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

List the jobs you held, duties performed and skills used or learned while at this company: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

List the jobs you held, duties performed and skills used or learned while at this company: \_\_\_\_\_

What other qualities, skills or experiences do you have that might be helpful when working at Trina's Treats? \_\_\_\_\_

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What personality traits do you have that would be an asset in the workplace? \_\_\_\_\_

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Are you currently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ NO

Have you ever been convicted of a felony? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently it was committed and the sentence(s) imposed: \_\_\_\_\_

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If hired, would you have a reliable means of transportation to and from work? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you able to perform the essential functions and duties of the job in which you are applying? YES NO  
If not, please describe the functions or duties you are unable to perform: \_\_\_\_\_

## REFERENCES

Please list below three persons not related to you as references.

1. Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation: \_\_\_\_\_

Years acquainted: \_\_\_\_\_

2. Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation: \_\_\_\_\_

Years acquainted: \_\_\_\_\_

3. Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation: \_\_\_\_\_

Years acquainted: \_\_\_\_\_

Please initial each paragraph:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure my employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_

I hereby authorize Trina's Treats to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Trina's Treats any and all documents, transcripts, letters, reports and other information related to these references, without giving my prior notice of such disclosure. I hereby release Trina's Treats, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

\_\_\_\_\_

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Trina's Treats, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or Trina's Treats, and the no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing this application for and for your interest in our business!**