



APPLICATION FOR EMPLOYMENT

Windows Catering Company, Inc. is an Affirmative Action / Equal Opportunity Employer

The company provides equal employment opportunities for all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or any other prohibited characteristics in accordance with federal, state, and local laws.

Your Application For Employment will remain active for 30 days, after which you may re-apply.

PERSONAL DATA

Today's Date _____ Social Security Number _____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

EMPLOYMENT INFORMATION

For what position are you applying? _____ Wage Desired _____

How did you hear about this opportunity? _____

Are you eligible for employment in the United States? Yes No

Type of employment desired? Full-Time Part-Time Temporary

What hours are you available for work? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by the court? Yes No

If "yes", describe in full. _____

EDUCATION AND TRAINING

	Name and City	Course of Study	Degree/Diploma
High School	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____
Special Training	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Office Use: Hire Date _____ Position _____ Wage _____

WORK EXPERIENCE

(start with your present or most recent employer)

Employer _____ Dates of Employment _____ to _____

Address _____

Telephone _____ Supervisor _____

Starting Job Title _____ Last Job Title _____

Duties _____

Last Rate of Pay _____ Reason for Leaving _____

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Address _____

Telephone _____ Supervisor _____

Starting Job Title _____ Last Job Title _____

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Starting Job Title _____ Last Job Title _____

Duties _____

Last Rate of Pay _____ Reason for Leaving _____

The information I have provided on this application is true to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during my interview(s), can be justification for refusal of employment, or if employed, termination.

In processing my application for employment, the company may verify all information for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I will be informed whether an investigative consumer report was requested and be given full information as to the nature and scope of the investigation in compliance with applicable laws.

I authorize and request that all of my present and former employers I have listed, furnish information about my employment record, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from all liability for damages arising from furnishing the requested information.

I understand that if I become employed by the company, my employment is voluntary and at-will. Accordingly, either the company or I can terminate the employment relationship at-will, with or without cause, at any time.

Signature of Applicant _____ **Date** _____