



## APPLICATION FOR EMPLOYMENT

*Windows Catering Company, Inc. is an Affirmative Action / Equal Opportunity Employer and E-Verify Member*

Windows Catering Company does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected class in admission or access to treatment or employment in its programs or activities.

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

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Have you ever been employed by Windows Catering Company?  Yes  No

If yes, please list dates, job title, and supervisor(s). \_\_\_\_\_

Are you related to any active Windows Catering Company employee?  Yes  No

If yes, please give name and relationship. \_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by the court? A conviction will not necessarily disqualify an applicant from employment.  Yes  No

If yes, please list dates and types of convictions. \_\_\_\_\_

### EMPLOYMENT INFORMATION

Application Date \_\_\_\_\_

Position Applied For \_\_\_\_\_ Wage Desired \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_

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

What hours are you available for work? \_\_\_\_\_

Are you available to work overtime if needed?  Yes  No

Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

### EDUCATION AND TRAINING

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

Office Use: Hire Date \_\_\_\_\_ Position \_\_\_\_\_ Wage \_\_\_\_\_

Special Training \_\_\_\_\_  
\_\_\_\_\_  
Certifications \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT** Please list up to three current and/or previous employers. This section must be completed.

Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
Starting Job Title \_\_\_\_\_ Last Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
Last Rate of Pay \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
.....

Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
Starting Job Title \_\_\_\_\_ Last Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
Last Rate of Pay \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
.....

Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
Starting Job Title \_\_\_\_\_ Last Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
Last Rate of Pay \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

The information I have provided on this application is true, correct, and complete to the best of my knowledge. I understand that any false or misleading information, omissions or unsatisfactory references will result in denial of my application or, if discovered after my employment begins, immediate termination. I authorize Windows Catering Company to investigate and verify all information requested or provided on this application, and authorize persons and entities to provide such information. All former employers/supervisors may be contacted for the purpose of providing references unless I expressly direct Windows Catering Company to not contact such employers. I release Windows Catering Company and all persons or entities who provide information from all liability or claims relating to the information or decisions made based on that 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 \_\_\_\_\_

## Applicant Data Form

The federal government under Executive Order 11246 requires the corporation to report sex and race/ethnic origin of applicants for employment. Submission of information is voluntary, and failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

**Name:** \_\_\_\_\_  
Last
First
M.I.

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Position(s) Applied For:** \_\_\_\_\_

**Indicate Gender:**

- Male
- Female
- Decline to disclose gender

**Indicate Ethnic Group:**

- Hispanic or Latino
- Not Hispanic or Latino
- Decline to disclose ethnicity or race

**Indicate Race:**

- White (**Not Hispanic or Latino**)
- Black or African American (**Not Hispanic or Latino**)
- Asian (**Not Hispanic or Latino**)
- Native Hawaiian or Other Pacific Islander (**Not Hispanic or Latino**)
- American Indian or Alaskan Native (**Not Hispanic or Latino**)
- Two or more Races (**Not Hispanic or Latino**)
- Decline to disclose ethnicity or race

Ethnicity and Race Categories	Descriptions
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White ( <b>Not Hispanic or Latino</b> )	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black or African-American ( <b>Not Hispanic or Latino</b> )	A person having origins in any of the black racial groups of Africa.
Asian ( <b>Not Hispanic or Latino</b> )	A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Native Hawaiian or Other Pacific Islander ( <b>Not Hispanic or Latino</b> )	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaskan Native ( <b>Not Hispanic or Latino</b> )	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Two or More Races ( <b>Not Hispanic or Latino</b> )	All persons who identify with more than one of the above five races.

Windows Catering Company is an equal opportunity corporation and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or veteran status in admission or access to, or treatment or employment in, its programs and activities. Individuals who may have inquiries regarding the corporation's policy and procedures should contact Human Resources at 703-519-3500.