

Baker's  
Restaurant  
*Application for  
Employment*

Dear Applicant:

Welcome to Baker's. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service and attention for our guests.

We want you to understand that we also believe in living our values, some of which are:

- We believe that good enough isn't.
- We believe in honesty.
- We believe that only a happy and professional staff can give the level of personal service we strive for.
- We believe in the training and development of our staff and see it as a worthy investment in the future of the company.
- We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.

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# *(Baker's Restaurant)*- Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT CLEARLY \*\***

Position(s) applied for \_\_\_\_\_ Date /\_\_\_\_\_/\_\_\_\_

How did you find out about this job?    \_ Newspaper   \_ Employee   \_ Walk-in   \_ Relative   \_ Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## **Applicant Information**

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

Street Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

1. If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_
2. Are you at least 18 years old? \_\_\_\_\_ If you are under 18 years of age, can you furnish a work permit? \_\_\_\_\_
3. Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
4. Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired.)
5. Have you been convicted of a crime? (Massachusetts applicants should not include misdemeanor convictions; California applicants should not include marijuana-related convictions that occurred more than 2 years prior to the application date.)    \_ Yes    \_ No    if yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

6. Are you a veteran? \_\_\_\_\_ If yes, give dates of service: From \_\_\_\_\_ to \_\_\_\_\_

7. List any special skills or training: \_\_\_\_\_

## **Employment Information**

8. Are you seeking:  Full- time (\_\_\_\_ hours per week)  Part- time (\_\_\_\_ hours per week?)  
 Temporary employment?

9. What hours and shift(s) would you prefer to work? \_\_\_\_\_

10. List times you are not available to work? \_\_\_\_\_

11. Are you willing to work:           Overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

12. Are you currently employed? \_\_\_\_\_ If yes do you intend to keep your present job \_\_\_\_\_

13. If hired, when would you be able to start? \_\_\_\_\_

14. Have you ever worked for this organization before? \_\_\_\_\_ If yes, name used: \_\_\_\_\_

15. We may conduct training or meetings on days, or at times, you have other obligations. Is your schedule

flexible so you may come to training  Yes  No?

16. Are you, or do you plan to be in school or taking courses at any time while working here  Yes  No

17. If you have other obligations or commitments that may affect your schedule (such as travel plans) please indicate the particular dates and times that you will be unavailable \_\_\_\_\_

18. How many jobs have you held in the last two years  1  2  3  4 or more

19. List any friends or relatives employed by this company: \_\_\_\_\_

20. Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

21. Can you perform the essential functions required by the job for which you are applying either with or without reasonable accommodations? \_\_\_\_\_

22. If the answer is no, please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Do you agree not to bring into Baker's Restaurant confidential information of any third parties that relates in any way to the restaurant industry, and to keep confidential and not disclose any of Baker's Restaurant's or any third parties confidential information?  Yes  No

**Education** (circle highest level achieved)

**Elementary:** 1 2 3 4 5 6 7 8 Name of School \_\_\_\_\_  
**Secondary:** 9 10 11 12 G.E.D Name of School \_\_\_\_\_  
**College:** 1 2 3 4 5 6 7 8 Name of School \_\_\_\_\_

If in high school, are you enrolled in a recognized co-op program? \_\_ Yes \_\_ No

Degree & Major: \_\_\_\_\_

If yes, identify program and school: \_\_\_\_\_ Minor: \_\_\_\_\_

**Work History** (please begin with most recent)

1 Company \_\_\_\_\_ Phone No. with Area Code (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

2 Company \_\_\_\_\_ Phone No. with Area Code (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_ To \_\_\_\_ Salary: Beginning \_\_\_\_ Ending \_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

3 Company \_\_\_\_\_ Phone No. with Area Code (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_ To \_\_\_\_ Salary: Beginning \_\_\_\_ Ending \_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Have you attended any of the above Schools or Employment under a different name? \_\_\_\_\_

If so, What Name? \_\_\_\_\_

May we contact the above references to verify employment? \_\_\_\_\_

If not, specifically describe why? \_\_\_\_\_

**All the information in this application for employment is accurate.**

Signature \_\_\_\_\_