



Doing our part in Education

TWELVE OAKS CATERING, LC
AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT APPLICATION
AND PERSONNEL RECORD**

Date: _____

Personal Information

Name: _____ Social Security #: _____ - _____ - _____
(Last) (First) (MI)

List any other first, last, or nicknames you may have been employed under: _____

Present Address: _____
(Number) (Street) (City) (State) (Zip)

Phone Number: _____ - _____ - _____ Other Numbers: _____ - _____ - _____ Years at Present Address: _____

Previous Address: _____
(Number) (Street) (City) (State) (Zip)

Are you over 17 years of age? ___ Yes ___ No. Are you a U.S. Citizen? ___ Yes ___ No

Job applied for: _____ Expected rate of pay: \$ _____

Full Time _____ Part Time _____ Specify hours available if part-time: _____

Are you presently employed? ___ Yes ___ No Present rate of pay: \$ _____

Date available to start: _____

Are you related to anyone currently working for Twelve Oaks Catering? ___ Yes ___ No

If yes, whom are you related to? _____

In case of emergency, who may we notify: _____
(Name) (Relationship)

(Address) (Phone #)

Do you have reliable transportation to and from work? ___ Yes ___ No

Are you able to perform the job duties for the position for which you are applying? ___ Yes ___ No

Have you been convicted of, been on probation for, accepted deferred adjudication in lieu of sentencing, or plead "no contest" for an offense other than a minor traffic violation?
___ Yes ___ No. If yes, please explain fully: _____

Are you currently charged with, or in the process of resolving, a criminal charge? ___ Yes ___ No
If yes, please explain fully: _____

Education and Training

School Name	Location	Grade Completed	Degree Earned
High School: _____			
College: _____			
Other Education: _____			

Personal References
Please list two (2) references (not related to you)

1. _____
 (Name) (Phone #) (Years Known)

2. _____
 (Name) (Phone#) (Years Known)

Prior Work History

1. _____
 (Name and address of employer) (Position)

 (Date: From/To) (Rate of Pay: Start/Finish)

 (Supervisors Name) (Phone #) (Reason for Leaving)

 (Describe in detail the job duties you performed)

2. _____
 (Name and address of employer) (Position)

 (Date: From/To) (Rate of Pay: Start/Finish)

 (Supervisor's Name) (Phone #) (Reason for leaving)

 (Describe in detail the job duties you performed)

3. _____
 (Name and address of employer) (Position)

 (Date: From/To) (Rate of Pay: Start/Finish)

 (Supervisor's Name) (Phone #) (Reason for leaving)

 (Describe in detail the job duties you performed)

4. _____
 (Name and address of employer) (Position)

 (Date: From/To) (Rate of Pay: Start/Finish)

 (Supervisor's Name) (Phone #) (Reason for leaving)

 (Describe in detail the job duties you performed)

Twelve Oaks Catering LC in compliance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment of 1967 and Section 504 of the Rehabilitation Act of 1973, prohibit discrimination in employment because of race, color, religion, sex, national origin, age, or handicap.

Applicant's Certification and Agreement
"Please Read Carefully"

I certify that the facts in this application are true and correct to the best of my knowledge. I understand that any misrepresentation, or willful omission, of facts shall be cause for the rejection of this application or termination of my employment. I hereby authorize personal reference inquiry to determine my acceptability for employment. I understand and agree that as a condition of my employment I may be required to submit to a physical examination.

Applicant's Signature _____ **Date** _____

DO NOT WRITE BELOW THIS LINE

Starting Date _____	References checked by/date _____
Position/Starting Salary _____	References checked by/date _____
Job _____	DMV Record checked by/date _____
Company/Department _____	Hiring Approval _____