

# APPLICATION FOR EMPLOYMENT

## PRE-EMPLOYMENT QUESTIONNAIRE AN EQUAL OPPORTUNITY EMPLOYER HOAG'S CATERING

**PERSONAL INFORMATION**

NAME (LAST NAME FIRST)	SOCIAL SECURITY NO.
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PRESENT ADDRESS

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PERMANENT ADDRESS

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HOME PHONE	CELL PHONE	CURRENT WORK PHONE
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DESIRED EMPLOYMENT POSITION	DATE YOU CAN START	SALARY DESIRED
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HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THE LAST (7) YEARS? YES NO

If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment. \_\_\_\_\_

ARE YOU 18 YEARS OLD OR OLDER YES NO

DO YOU HAVE A VALID DRIVERS LICENSE? YES NO

IF YES, HOW IS YOUR DRIVING RECORD? \_\_\_\_\_

ARE YOU EMPLOYED NOW? YES NO

MAY WE CALL YOUR PRESENT EMPLOYER? YES NO

HAVE YOU EVER APPLIED HERE BEFORE? YES NO

HAVE YOU EVER WORKED HERE BEFORE? YES NO

DO YOU, OR HAVE YOU, KNOWN ANYONE PRIOR OR PRESENTLY EMPLOYED HERE? YES NO

IF YES, WHOM \_\_\_\_\_

HAVE YOU EVER ATTENDED AN EVENT CATERED BY HOAG'S CATERING YES NO

WHAT DID YOU LIKE ABOUT THE FOOD SERVICE? \_\_\_\_\_

WHY WOULD YOU LIKE TO WORK FOR HOAG'S CATERING?

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**SCHOOLING**

NAME OF HIGH SCHOOL \_\_\_\_\_  
 DID YOU GRADUATE? STILL ATTENDING YES NO

NAME OF COLLEGE/  
 TRADE SCHOOL \_\_\_\_\_  
 DID YOU GRADUATE? STILL ATTENDING YES NO

**GENERAL**

DO YOU HAVE ANY SKILLS OR TRAINING THAT WOULD HELP YOU IN THE FOOD INDUSTRY?

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**FORMER EMPLOYERS**

(MOST RECENT FORMER OR PRESENT EMPLOYER)

NAME \_\_\_\_\_

ADDRESS  
& PHONE \_\_\_\_\_

START DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_ MAY WE CONTACT \_\_\_\_\_

JOB TITLE AND DUTIES  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS  
& PHONE \_\_\_\_\_

START DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_ MAY WE CONTACT \_\_\_\_\_

JOB TITLE AND DUTIES  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES (No Relatives)**

NAME \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

THEIR PROFESSION \_\_\_\_\_

YEARS KNOWN \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

THEIR PROFESSION \_\_\_\_\_

YEARS KNOWN \_\_\_\_\_

**AUTHORIZATION**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED; FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I HEREBY AUTHORIZE HOAG'S CATERING TO THOROUGHLY INVESTIGATE MY BACKGROUND, REFERENCES, EMPLOYMENT RECORD AND OTHER MATTERS RELATED TO MY SUITABILITY FOR EMPLOYMENT. I AUTHORIZE PERSONS, SCHOOLS, MY CURRENT EMPLOYER(IF APPLICABLE), AND PREVIOUS EMPLOYERS AND ORGANIZATIONS CONTACTED BY HOAGS CATERING TO PROVIDE ANY RELEVANT INFORMATION REGARDING MY CURRENT AND/OR PREVIOUS EMPLOYMENT AND I RELEASE ALL PERSONS, SCHOOLS, EMPLOYERS OF ANY AND ALL CLAIMS FOR PROVIDING SUCH INFORMATION.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OFFICE USE ONLY	CASUAL PART TIME,	PART TIME	OR	FULL TIME	(CIRCLE ONE)
DATE HIRED	START DATE			RATE OF PAY	