APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Thank you for your interest in Mitzel's American Kitchen! All applicants will be given equal consideration regardless of race, age, sex, physical or mental disability, sexual orientation, ancestry, pregnancy or other medical condition, marital status, color, religion, veteran's or current military status, or national origin. Our policy requires that all persons interested in employment complete a written application for a position which has been advertised or posted and for which they are qualified. A resume alone is not sufficient to consider an individual as an applicant. Individuals will not be considered applicants if they exclude the following information: (1) date and position applied for, (2) information required by law, including authorization to work in the United States, (3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving, and (4) signature of applicant.

TELL US ABOUT YOURSELF

NAME Last	First	Middle Initial	TODAY'S DATE

ADDRESS Street	City	State	Zip Code

PHONE NUMBERS WHERE YOU MAY BE REACHED Day ( ) Evening ( )	ARE YOU OVER 18? ☐ Yes ☐ No
HAVE YOU EVER BEEN EMPLOYED WITH US? ☐ Yes ☐ No If Yes, when and where? Date: Location:	If under 18, what is your birth date?
ARE YOU AUTHORIZEDTO WORK IN THE U.S.? ☐ Yes ☐ No	HAVE YOU BEEN CONVICTED OF A CRIME (other than a minor traffic violation) IN THE PAST 5 YEARS? *(Conviction of a crime or pleading guilty or no contest to a criminal charge will not necessarilly disqualify you from employment)* ☐ Yes ☐ No *If Yes, please explain:*
WHY WOULD YOU LIKE TO WORK FOR ELMER'S?	

WHAT KIND OF POSITION ARE YOU LOOKING FOR

POSITION DESIRED	PAY DESIRED	GEOGRAPHIC/LOCATION PREFERENCE

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU HAVE APPLIED, WITH OR WITHOUT REASONABLE ACCOMODATION?
☐ Yes ☐ No *If No, please explain:*

WHEN YOU CAN WORK?

DATE YOU CAN BEGIN	ARE YOU AVAILABLE TO WORK HOLIDAYS? ☐ Yes ☐ No	ARE YOU WILLING TO WORK OVERTIME IF REQUIRED? ☐ Yes ☐ No

HOW MANY HOURS DO YOU WANT TO WORK EACH WEEK? 1-10 11-20 21-30 31 or more	IF YOUR DESIRED HOURS ARE NOT AVAILABLE, WOULD YOU CONSIDER ANOTHER SCHEDULE? ☐ Yes ☐ No

SPECIFY THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY OF THE WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	COURSES OF STUDY	CIRCLE # OF YEARS COMPLETED	GRADUATE?		DIPLOMA / DEGREE
High School			1 2 3 4	Yes	No	
College or University			1 2 3 4	Yes	No	
Other			1 2 3 4	Yes	No	

REFERENCES

Please provide three professional references whom you have known for at least one year

NAME	PHONE	YEARS ACQUAINTED
ADDRESS	OCCUPATION	RELATIONSHIP
NAME	PHONE	YEARS ACQUAINTED
ADDRESS	OCCUPATION	RELATIONSHIP
NAME	PHONE	YEARS ACQUAINTED
ADDRESS	OCCUPATION	RELATIONSHIP

TELL US ABOUT YOUR WORK HISTORY

Indicate all positions held during the last 10 years (attach additional sheet if needed). Begin with your most recent employer. Include military experience here if applicable.

COMPANY		TELEPHONE	
ADDRESS		DIRECT SUPERVISOR'S NAME/TITLE	MAY WE CONTACT ☐ Yes ☐ No
DATES *From*	*To*	PAY RATE *Start*	*End*
JOB TITLE/RESPONSIBILITIES		REASON FOR LEAVING (be specific)	

COMPANY		TELEPHONE	
ADDRESS		DIRECT SUPERVISOR'S NAME/TITLE	MAY WE CONTACT ☐ Yes ☐ No
DATES *From*	*To*	PAY RATE *Start*	*End*
JOB TITLE/RESPONSIBILITIES		REASON FOR LEAVING (be specific)	

COMPANY		TELEPHONE	
ADDRESS		DIRECT SUPERVISOR'S NAME/TITLE	MAY WE CONTACT ☐ Yes ☐ No
DATES *From*	*To*	PAY RATE *Start*	*End*
JOB TITLE/RESPONSIBILITIES		REASON FOR LEAVING (be specific)	

COMPANY		TELEPHONE	
ADDRESS		DIRECT SUPERVISOR'S NAME/TITLE	MAY WE CONTACT ☐ Yes ☐ No
DATES *From*	*To*	PAY RATE *Start*	*End*
JOB TITLE/RESPONSIBILITIES		REASON FOR LEAVING (be specific)	

SPECIAL SKILLS OR TRAINING

Please indicate any special skills or training that may be applicable to the position you are applying for (additional languages, computer knowledge, machine operation, etc.)

CERTIFICATION

I understand and agree that: (1) the information I have provided on this application is true and complete to the best of my knowledge without any material omissions of any kind whatsoever; (2) any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interview, can be justification of refusal of employment, or if employed, will result in my immediate discharge; and (3) filling out this application does not indicate that there is a position open and does not obligate Mitzel's American Kitchen to hire me.

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my Employment Application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records. In addition, if I am employed by Mitzel's, I authorize Mitzel's to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with Mitzel's. I hereby release and hold Mitzel's harmless from any claim for releasing any truthful information within its knowledge and/or records.

I agree that, if I am employed, I will abide by all the rules, policies, regulations and procedures of the company. I understand that no representative of Mitzel's American Kitchen is authorized to enter into any written or verbal employment contract with me for any definite period of time without the express written consent of the President of Mitzel's American Kitchen I also understand that my employment is "at-will" and may be terminated with or without cause or notice, at any time, at the option of either the company or myself.

I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms .

Signature: _____ Date: _____