

# APPLICATION FOR EMPLOYMENT



This restaurant is independently owned and operated by: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Location Applying at: \_\_\_\_\_ Referred by: \_\_\_\_\_

**Instructions to Applicant:** Please understand: Every Item on this form must be answered to the best of your ability. Please print or have printed. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancies. If you are employed, this will become part of your permanent personnel record. No question is asked for the purpose of excluding any applicant due to protected class status, or any other class of individuals protected by law. If you require any assistance in order to complete this application, please let us know. This is an **independently owned and operated** location. This means that \_\_\_\_\_ will be your employer if you are hired, it will not be International Dairy Queen or American Dairy Queen Corporation.

## PERSONAL

Last Name		First Name		Middle Name		
Address: Street	City	State	Zip	Telephone (include area code)		
				Home	<input type="checkbox"/>	
				Cell	<input type="checkbox"/>	
Email Address				Preferred Method of Contact:		
				Call	<input type="checkbox"/>	
				Text	<input type="checkbox"/>	
				Email	<input type="checkbox"/>	
Are You 18 or Older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Age: _____	Are you legally authorized to work in the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## EDUCATION

High School (Name and Address) _____
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, last grade completed _____ Grade Average _____
College (Name and Address) _____
Other (Name and Address) _____
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, number of hours completed _____ Grade Average _____
Degree _____ Major _____ Minor _____ Date you expect to graduate _____

## GENERAL EMPLOYMENT INFORMATION

Were you previously employed with this Company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____ to _____
What location? _____ Last job held? _____
Are you willing to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where _____
Do you have a reliable method of transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of employment sought: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/> Other (specify) _____
Date Available: _____ Salary Acceptable _____ per hour _____ per week Total Hours Available per week _____
Most restaurant employees are required to work a schedule which includes some mornings, some evenings and some weekends. Are you willing to accept such a schedule? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you willing to work:
Days: Yes <input type="checkbox"/> No <input type="checkbox"/> Evenings: Yes <input type="checkbox"/> No <input type="checkbox"/> Weekends: Yes <input type="checkbox"/> No <input type="checkbox"/> Holidays: Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicate hours you are available to work on the following days or check anytime, if applicable.
Mon. _____ to _____ <input type="checkbox"/> Anytime Tues. _____ to _____ <input type="checkbox"/> Anytime Wed. _____ to _____ <input type="checkbox"/> Anytime Thur. _____ to _____ <input type="checkbox"/> Anytime
Fri. _____ to _____ <input type="checkbox"/> Anytime Sat. _____ to _____ <input type="checkbox"/> Anytime Sun. _____ to _____ <input type="checkbox"/> Anytime
List any relatives presently employed with this company: _____
In case of emergency, notify: _____ Phone _____

**EXPERIENCE** ✓ Complete and email to: dqwalton@harperoil.com

List below all present and past employment, beginning with your most recent employer.

1. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per  Hour  Week  Year  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Last Salary \_\_\_\_\_ per  Hour  Week  Year  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_ ✓  
Job Title \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_  
May we contact this employer?  Yes, immediately  Yes, at a later date  No

2. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per  Hour  Week  Year  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Last Salary \_\_\_\_\_ per  Hour  Week  Year  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_  
May we contact this employer?  Yes, immediately  Yes, at a later date  No

If you need more space to list additional work history, please write on the back of this page.

**EXPERIENCE**

List any additional activities or community service programs in which you participate that may be relevant to your candidacy:

I understand that this application for employment is for a job with the independently owned and operated franchise \_\_\_\_\_ of the *Dairy Queen*® system and not American Dairy Queen Corporation or International Dairy Queen. I understand that \_\_\_\_\_ will be my employer if I am hired. I also understand that misstatements or omissions of information in connection with my application for employment can lead to rejection of my application or dismissal from employment, whenever discovered. I authorize this company to request and receive references from my former employers, and I hereby release those employers supplying any information from liability.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this company and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding unless expressly made in a formal written contract of employment signed by me and an authorized representative of this company.

I hereby attest that all statements made by me above are true to the best of my knowledge. I hereby attest that all statements made by me above are true to the best of my knowledge.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_