

DIVINO GELATO CAFÉ LTD.

Employment Application

An Equal Opportunity Employer

Company is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information **Date Completing Application** _____

Applicant Name _____
Home Phone _____
Cell Phone _____
Email Address _____
DOB _____
SS# _____

Current Address:
Number and street _____
City _____
State & Zip _____

How were you referred to Company?: _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary work – such as summer or holiday work? [] Y or [] N
- Regular part-time work? [] Y or [] N
- Regular full-time work? [] Y or [] N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available? _____

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? [] Y or [] N

Can you work evenings? [] Y or [] N

Are you available to work overtime? [] Y or [] N

Hourly Wage desired: \$ _____

Personal Information:

Have you ever applied to / worked for Company before? [] Y or [] N
If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Company? [] Y or [] N
If yes, state name & relationship: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Have you ever pleaded guilty, no contest or been convicted of a criminal offense (felony or misdemeanor)? [] Yes or [] No

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Previous Employment:

Last Position : Dates of employment From ___/___/___ To ___/___/___

Company Name _____ Address _____ City _____ State _____

Phone # _____ Supervisor _____ Reason for leaving _____

Your responsibilities _____

Prior Position: Dates of employment From ___/___/___ To ___/___/___

Company Name _____ Address _____ City _____ State _____

Phone # _____ Supervisor _____ Reason for leaving _____

Your responsibilities _____

Education, Training and Experience

High School:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? [] Y or [] N
Degree / diploma earned: _____

College / University:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? [] Y or [] N
Degree / diploma earned: _____

Vocational School:

Name: _____
Address: _____
City, state, zip: _____

Number of years completed: _____
Did you graduate? [] Y or [] N
Degree / diploma? : _____

Military:

Branch: _____
Rank in Military: _____
Total Years of Service: _____
Skills/duties: _____
Related details: _____