

EMPLOYMENT APPLICATION



City Wok is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation, or on any other basis prohibited by federal, state, or provincial law.

PERSONAL

Last Name		First	Initial	Social Security #
Address				Home Telephone # ()
City & State				Cellular/Pager # ()
Position Applied For / Salary Desired		Referred By		Date Available to Start
Have you ever been employed by City Wok before? __ Yes __ No			If yes, list date(s), job title(s)	
Have you ever filed an application with City Wok before? __ Yes __ No			If yes, list date(s), job title(s) applied for	
Are you at least 21 years old? __ Yes __ No			Are you at least 18 years old? __ Yes __ No If under 18, do you have a work permit? _____	
Are there any days or shifts you are unable to work? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list day(s), shift(s)	

EDUCATION & SKILLS

Circle Highest Grade Completed:

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies	_____			

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			
List Any Professional Designations			
List Computer Skills			

GENERAL

- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

May we contact your current employer for references? If no, explain: _____

If hired, will you be able to work overtime?

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? If no, explain: _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A yes response does not automatically disqualify your application.)

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EMPLOYMENT HISTORY

List the last three employers, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by City Wok, I shall be subject to dismissal if any information that I have given in this application is false or misleading, or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize City Wok to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to City Wok, and will hold City Wok and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that I must be at least 18 years of age to apply for: waitperson, cashier, host or hostess. I understand that I must be 18 years of age or have a work permit to apply for: cook, busperson, or dishwasher. I understand that if I am applying for a management position or a position of cash handling responsibility, a credit report may be obtained. I understand that I am entitled to receive a copy of that report, if I request one.

I understand that nothing in this employment application, the granting of an interview, or my subsequent employment with City Wok is intended to create an employment contract between myself and City Wok under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will, and may be terminated by me or City Wok at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date