

The Hole in the Wall values diversity and considers qualified applicants for all positions without regard to race, color, religion, gender, national origin, age, disability or marital status, and/or any other federal, state, or local statute that addresses employment practices.

Instructions: Please complete this form in ink. **Fill in all information requested, even if attaching a resume.** If you require additional space for answers, please use an additional sheet of paper. Incomplete applications will be discarded. Applications for employment are considered active for 90 days.

Last Name	First Name	Middle Name		
Address		City	State	Zip
Date of Birth:		Social Security Number		
Phone Number:				

Position(s) applied for:	Salary Desired:
How did you learn about the Hole in the Wall? Circle one...	
Online	Employee Referral
Walk-In	
Name of Company/Employee who referred you (if appropriate):	
Other	

If not a U.S. Citizen, are you lawfully permitted to be employed in the United States?..... Yes No

If you are under 18 years of age, can you provide required work permits?..... Yes No

Have you ever been employed with us before?..... Yes No

If Yes, give dates _____ State name while employed (if different form present) _____

Do you presently have any relatives working for the Hole in the Wall? Yes No

If Yes, please state name _____ Relationship _____

Employment desired: Full Time Part Time Shift Work Temporary

With our without accommodation, are you able to perform the essential job functions of the position for which you are applying?..... Yes No

- Have you ever been convicted of any criminal offense, including, but no limited to robbery, embezzlement, forgery, use, possession or sale of drugs, tax evasion, DUI, or any criminal offense involving dishonesty or breach of trust? Yes No

- Have you ever been charged with a crime and pleaded nolo contendere, had adjudication withheld, or pleaded nolo pross to include, but not limited to, any criminal offense listed above? Yes No

If yes, please state type of offense, remoteness of the offence and, time, disposition and any rehabilitation in the lines provided below. (Conviction of a crime, or pleading nolo pross, nolo contendere, and/or adjudication withheld will not necessarily be a bar to employment.) The above factors may be taken into account in determining the effect on suitability for employment.

(Should you need additional writing space, please feel free to use back of application.)

EDUCATION

	Name and Locations	Did you Graduate?	Degree Earned	G.P.A (optional)
High School				
College				
Graduate School				
Other				

SKILLS

Please indicate the skills/equipment on which you have experience

D Fast Worker	D Customer Service	D _____	D _____
D Friendly Attitude	D Acute Listening	D _____	D _____
D Team Player	D Attention to Detail	D _____	D _____
D Self Starter	D Strong Work Ethic	D _____	D _____

LANGUAGE

Please indicate any foreign language you can speak, read, and/or write

Language	Fluent	Good	Fair

REFERENCES

Provide references who are not relatives or friends—please provide names of two direct supervisors for whom you worked

Name	Email	Telephone	Occupation	Years Known

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT AND MOST RECENT EMPLOYMENT

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving or desire to leave:			Supervisor's Name	

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From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving or desire to leave:			Supervisor's Name	

EMPLOYMENT REFERENCES:

Have you ever been discharged or requested to resign from a position..... D Yes D No

If YES, explain:

May we contact your present or previous employer(s)? D Yes D No

Have you held a position requiring trust (ex. Handling money, confidential information, etc?)..... D Yes D No

If YES, explain: _____

CERTIFICATION AND AGREEMENT

Please read the following statements carefully before signing.

As part of the Hole in the Wall's employment procedures, a routine background investigation may be made by an independent consumer-reporting agency.

As part of this background investigation, I agree to the following, if requested:

- To have my credit record checked for employment purposes
- To have my driving record checked for employment purposes.
- To have a criminal record history check.
- To submit to a test for the presence of drugs, narcotics or alcohol.
- To allow a verification of previous employment and personal references.
- To be fingerprinted and to have my fingerprint record processed by law enforcement agencies.

I understand that these procedures could take place prior to or at any time subsequent to my employment.

If the background, or any subsequent investigation discloses any misrepresentation or falsification on the application form or information indicating that I am not suited for employment with the Hole in the Wall, I will be refused employment, or, if already employed, terminated.

I understand and agree that, if hired, my employment with Hole in the Wall IS AT WILL and for no definite period and I may be terminated at any time for any reason without notice (unless required by law). Please Initial Here:

I understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of the Hole in the Wall or to anyone with whom the Hole in the Wall has dealings, constitute privileged information and is to be treated in a strictly confidential manner. I understand and agree that, should I be employed by the Hole in the Wall, I will not, at any time, communicate or reveal any business of Hole in the Wall's, or to anyone outside the Hole in the Wall. I understand and agree that the Hole in the Wall has a zero tolerance policy for workplace violence. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.

I understand that I may be asked to voluntarily submit to a polygraph examination as part of an on-going investigation if the Hole in the Wall has sustained an economic loss or injury as result of actions such as theft or embezzlement.

In the event that I am employed by the Hole in the Wall, I will comply with all rules and regulations as set forth in the Hole in the Wall's policy manual or other communications distributed to all employees. If I should seek additional employment, I will notify the Hole in the Wall in writing of said additional employment, and that should there be any conflict of interest or work for a competitor, Hole in the Wall may advise me that should I accept this additional employment, I may no longer be able to be employed at the Hole in the Wall.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

This document is not a contract, and no statements made by any representative of the Hole in the Wall should be considered a contract. Employment is AT WILL and may be terminated at any time, with or without notice, by either party.

I understand that I have no expectations of privacy with regards to any property owned or operated by the Hole in the Wall. I understand that Hole in the Wall has the right to inspect, at any time, with or without notice, the following: premises, equipment, storage, desks, and all electronic devices to include but not limited to email, voicemail, internet, all PC based programs, land lines and cell phone lines, PC laptops, and all other communication systems are subject to inspections at any time.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. Therefore, I understand that any offer of employment is contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue to work in the U.S., I will advise the Hole in the Wall immediately.

I hereby authorize, without reservation, any part or agency contacted by this employer to furnish the above-mentioned information and further authorize ongoing procurement of the above-mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document.

I acknowledge that I have read and understand the above statements. EOE.

Please note that applications for employment are considered to be active for a period of 90 days. After this period of time, it will be necessary for you to file a new employment application form if you still wish to be considered for employment.

Signature

Print Name

Date