

# Z-Cafe – Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name \_\_\_\_\_ Date: \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET & NO. CITY STATE POSTAL CODE

Mailing address if different from above \_\_\_\_\_

Telephone \_\_\_\_\_ Are you over 18 years of age? Yes  No   
AREA CODE NUMBER

Email \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes  No

How did you learn about this opening? \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?  
 Yes  No

If no, describe the essential functions that cannot be performed. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Have you ever been convicted of a felony? (Conviction will not necessarily disqualify an applicant for employment.) Yes  No   
 If yes, describe conditions: \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/DEGREE
High School				
College/Univ.				
Other Training/Education				

In addition to your work history, what other skills would help qualify you for this position?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Which languages do you read, speak or write fluently?  
 \_\_\_\_\_

POSITION APPLIED FOR 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Wage or salary desired? \$ \_\_\_\_\_ When can you start? \_\_\_\_\_

**WORK HISTORY**

May we contact your present or past employers?

Yes  No 

<b>Employer Name</b>	<b>Address</b>	<b>Telephone</b>
Date Started:	Starting Salary: \$      Per	Starting Position
Date Left:	Salary on Leaving: \$      Per	Position on Leaving
Name and Title of Supervisor		Reason for Leaving
Description of Duties		
<b>Employer Name</b>	<b>Address</b>	<b>Telephone</b>
Date Started:	Starting Salary: \$      Per	Starting Position
Date Left:	Salary on Leaving: \$      Per	Position on Leaving
Name and Title of Supervisor		Reason for Leaving
Description of Duties		
<b>Employer Name</b>	<b>Address</b>	<b>Telephone</b>
Date Started:	Starting Salary: \$      Per	Starting Position
Date Left:	Salary on Leaving: \$      Per	Position on Leaving
Name and Title of Supervisor		Reason for Leaving
Description of Duties		

**REFERENCES (at least 3)**

NAME	PHONE	ADDRESS	RELATIONSHIP
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I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal at any time. I authorize Z-Cafe to make an investigation concerning my background of any facts set forth in this application including social media. I hereby release Z-Cafe, any agent appointed by Z-Cafe, and all their respective employees and employers from any liability related to or arising out of the exchange of such information.

I understand that employment at Z-Cafe is "at will," which means that either Z-Cafe or I can terminate the employment relationship at any time, with or without prior notice, and with or without cause. All employment is continued on that basis. I understand that no supervisor, manager or executive of Z-Cafe, other than the president has any authority to alter the at-will nature of employment.

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