



PLEASE PRINT USING BLACK OR BLUE INK ONLY

# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

## PERSONAL INFORMATION:

Date of Application \_\_\_\_\_

(LEGAL) NAME (last, first, middle initial) \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PRESENT ADDRESS (street, city, state, zip code, apt #) \_\_\_\_\_

PERMANENT ADDRESS (street, city, state, zip code, apt #) \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_

EMERGENCY CONTACT (name and telephone) \_\_\_\_\_

## GENERAL:

POSITION DESIRED \_\_\_\_\_

WEEKLY WAGE / RATE REQUIRED \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_

OTHER POSITIONS YOU WOULD LIKE TO BE CONSIDERED FOR \_\_\_\_\_

TOTAL HOURS NEEDED PER WEEK \_\_\_\_\_ DO YOU HAVE TRANSPORTATION TO WORK? \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OLD? YES \_\_\_\_\_ NO \_\_\_\_\_ HAVE YOU EVER WORKED FOR BUDDY'S PIZZA? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, DATES AND LOCATION \_\_\_\_\_

HAVE YOU SUBMITTED AN APPLICATION TO BUDDY'S PIZZA BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, DATE AND LOCATION \_\_\_\_\_

HOW DID YOU HEAR ABOUT BUDDY'S PIZZA? \_\_\_\_\_

CAN YOU ESTABLISH YOUR RIGHT TO WORK IN THE U.S. IF OFFERED A JOB? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN CONVICTION: WHEN, WHERE, AND DISPOSITION: \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION YOU SEEK WITH OR WITHOUT ACCOMMODATION? YES \_\_\_\_\_ NO \_\_\_\_\_

(IF YOU NEED CLARIFICATION OF THE ESSENTIAL JOB FUNCTIONS OF THE POSITION(S) YOU SEEK, PLEASE ASK A MANAGER.)

## EDUCATION:

	NAME AND ADDRESS	HIGHEST GRADE COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				
TRADE / VOCATIONAL / OTHER				

HAVE YOU COMPLETED ANY OTHER COURSES OR TRAINING PROGRAMS THAT WOULD IMPACT YOUR WORK AT BUDDY'S? \_\_\_\_\_

IF YES, EXPLAIN \_\_\_\_\_

LIST ALL COMPUTER SKILLS, SUBJECTS OF SPECIAL STUDY, OR RESEARCH WORK \_\_\_\_\_

## EMPLOYMENT HISTORY:

LIST THE THREE MOST RECENT JOBS, FULL TIME AND / OR PART TIME, INCLUDING MILITARY IF APPLICABLE, WITH MOST RECENT JOB FIRST.

COMPANY NAME	TELEPHONE ( )
ADDRESS	EMPLOYED – (MONTH AND YEAR) FROM TO
NAME AND TITLE OF SUPERVISOR	WEEKLY PAY START LAST
JOB TITLE – DESCRIBE YOUR WORK _____	REASON FOR LEAVING  MAY WE CONTACT THIS EMPLOYER? YES___ NO___ IF NOT, WHY?

COMPANY NAME	TELEPHONE ( )
ADDRESS	EMPLOYED – (MONTH AND YEAR) FROM TO
NAME AND TITLE OF SUPERVISOR	WEEKLY PAY START LAST
JOB TITLE – DESCRIBE YOUR WORK _____	REASON FOR LEAVING  MAY WE CONTACT THIS EMPLOYER? YES___ NO___ IF NOT, WHY?

COMPANY NAME	TELEPHONE ( )
ADDRESS	EMPLOYED – (MONTH AND YEAR) FROM TO
NAME AND TITLE OF SUPERVISOR	WEEKLY PAY START LAST
JOB TITLE – DESCRIBE YOUR WORK _____	REASON FOR LEAVING  MAY WE CONTACT THIS EMPLOYER? YES___ NO___ IF NOT, WHY?

## PLEASE READ AND SIGN:

By my signature below, I promise that the information provided in the Employment Application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omission will disqualify me from further consideration for employment, and will lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify BUDDY'S PIZZA if I should be convicted of a felony, while my job application is pending, or during my period of employment if hired.

I authorize BUDDY'S PIZZA to verify all information, including prior employment, academic credentials, personal / professional references, motor vehicle record (if required to drive company vehicles) and felony criminal record and I authorize any person, school, current employer(s), past employer(s), and organization named in this application (and accompanying resume or documentation, if any) to provide BUDDY'S PIZZA with any information and opinion requested by BUDDY'S PIZZA in connection with this application, and I release such persons and organizations from any legal liability in making such statements.

Under Michigan Law only, any handicapped applicant / employee requiring an accommodation must request one in writing within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed. Under Federal Law, the disabled employee / applicant need not make that request in writing or within that 182 day period.

I agree that any action or suit against Buddy's Pizza, its owners, officers and employees arising out of my employment or termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; however thereafter I am permitted to pursue litigation as provided in the Commission's "Right to Sue" letter. I waive any longer, but not shorter, limitations periods to the contrary.

In consideration of my employment, I agree to conform to the rules and regulations of BUDDY'S PIZZA. I understand that this application in no way serves as an employee contract. I understand that BUDDY'S PIZZA is an "At Will Employer" and if hired, the employment relationship between myself and BUDDY'S PIZZA is a voluntary relationship that may be terminated by either party at any time, with or without notice, with or without cause, and without any liability. I understand that no representative of Buddy's Pizza other than the President of the Company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and then it must be in a writing entitled "Employment Agreement".

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## SCHEDULE AVAILABILITY FORM

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

HOW MANY HOURS PER WEEK DO YOU WISH TO WORK? \_\_\_\_\_

PLEASE LIST YOUR AVAILABILITY FOR THE FOLLOWING DAYS.

IF YOU HAVE A CONFLICT OR SPECIAL REQUEST, PLEASE LIST THE REASON.

DAY		CAN WORK	CANNOT WORK	REASON FOR UNAVAILABILITY
MONDAY	AM			
	PM			
TUESDAY	AM			
	PM			
WEDNESDAY	AM			
	PM			
THURSDAY	AM			
	PM			
FRIDAY	AM			
	PM			
SATURDAY	AM			
	PM			
SUNDAY	AM			
	PM			

OTHER

