



ISLAND TIME



CATERING CO.

EMPLOYMENT APPLICATION

Personal Information

| | | | |
|--------------|------------|------|---------------------|
| Name (Last) | (First) | (MI) | Today's Date / / |
| Home Address | | City | St Zip |
| Home Phone | Cell Phone | | |
| () | () | | |
| E-Mail | | | |

| | | | | | | | | |
|--------------------------------------|-----------------------|--|-----|------------|-----|-----|-----|---|
| Position Applying For | Date Available / / | Are you interested in (check all that apply) <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer | | | | | | |
| Days and Hours Available. | | | | | | | | |
| Day | Mon | Tues | Wed | Thurs | Fri | Sat | Sun | Are you 18 years of age or older? Yes_____ No_____ |
| From: | | | | | | | | |
| To | | | | | | | | |
| How did you hear about the position? | | | | | | | | |
| Ad_____ | Friend (NAME)_____ | | | Other_____ | | | | |

Education

| Name and Address of School | Degree/Area of Study | Number of Years Attended | Did you Graduate? |
|----------------------------|----------------------|--------------------------|-------------------|
| High School | | | |
| College | | | |
| Graduate School | | | |
| Other | | | |

U.S. Military Service

| Branch of Service | Technical Specialization | Rank Attained |
|-------------------|--------------------------|---------------|
| | | |

Legal

Are you legally authorized to work in the US? Yes No
 (Identity and employment of all new hires will be verified as required by the Immigration Reform and control acts of 1986)

Were you ever Discharged by any company? Yes No If yes give name of company(ies) _____

Reason for discharge _____

It is unlawful in Massachusetts to require or administer a lie detector test as condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Federal, State, and local laws prohibit discrimination based on race, color, sex, religion, sexual orientation, national origin, ancestry, age, physical or mental disability that does not affect ability to perform essential job function(s) with or without reasonable accommodation, or any protected status not listed in this statement. Your application will be considered in full accord with applicable Federal, State, and local requirements.

Employment History

| DATES | Name and Address of Employer | Positions Held and Supervisor | List Major Duties | Salary or wages | Reason For Leaving |
|------------------------|-----------------------------------|-------------------------------|-------------------|-----------------|--------------------|
| From: _____ Mo. Yr. | Name: _____ Address: _____ | Your Job Title: _____ | | Starting: _____ | |
| To: _____ Mo. Yr. | City & State Phone () | Supervisor | | Final: _____ | |
| DATES | Name and Address of Employer | Positions Held and Supervisor | List Major Duties | Salary or wages | Reason For Leaving |
| From: _____ Mo. Yr. | Name: _____ Address: _____ | Your Job Title: _____ | | Starting: _____ | |
| To: _____ Mo. Yr. | City & State Phone () | Supervisor | | Final: _____ | |
| DATES | Name and Address of Employer | Positions Held and Supervisor | List Major Duties | Salary or wages | Reason For Leaving |
| From: _____ Mo. Yr. | Name: _____ Address: _____ | Your Job Title: _____ | | Starting: _____ | |
| To: _____ Mo. Yr. | City & State Phone () | Supervisor | | Final: _____ | |

References

| Business References: (do not list relatives) | | | | |
|--|---------|----------------|-------|-------------|
| Name | Address | Work Phone No. | Title | Years Known |
| | | | | |
| | | | | |
| | | | | |

Please Read Carefully

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of Island Time Catering Co.

I understand that in submitting this application to Island Time Catering Co. is for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate Island Time Catering Co. to further process my application.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment at Island Time Catering Co.

I understand that this application is not an employment contract for any specific length of time between Island Time Catering Co. and me, and that in the event that I am hired, my employment will be "at will" and Island Time Catering Co. can terminate my employment at any time with or without cause or notice. Nothing contained in any handbook, manual, policy, and the like, distributed by Island Time Catering Co. to its employees is intended for to or can create an employment contract, an offer of employment, or any obligation on Island Time Catering Co. part. Island Time Catering Co. may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change, any benefit, policy practice, condition or process affecting its employment.

References: I hereby authorize Island Time Catering Co. and its agents to make such investigation and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize Island Time Catering Co. and its agents to release any reference information to clients who request such information for purpose evaluating my credentials and qualifications.

Applicants signature

____/____/____

Date