Application for Employment

(Pre-Employment Questionnaire)
(An Equal Opportunity Employer)

Please print as clear as possible!

Date (fecha): / /

Name (last name, first name) _____ SS# - -

SS# may be provided upon hire

Address: _____ Telephone ( )

City: State: Zip Code: Cell # ( )

What kind of work are you applying for? ❑hostess ❑busboy ❑cook ❑ server ❑ prep/cook ❑ dishwasher
(check all positions you are applying for) ❑manager

List your skills relevant to the position applied for_____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

_____

_____

_____

D.O.B. (optional) Married (optional): ____yes ____no

Cuantos Anos?

If under 16, do you have a valid work permit? (if over 16, please leave blank) ____ yes ____ no

US Citizen: ____ yes ____ no I would like to work at: (circle all that apply) Rancho Santa Margarita-- San Clemente-- Either Store

Availability : Total hours available per week: _____ full time _____ part time

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From							
To							

please list your hours of availability on this chart above.

How did you hear of job? How far do you live from store?

How will you get to work? Have you ever visited a Selma's? ____ yes ____ no

Are you presently in school? ____ yes ____ no If so, where? _____ GPA:

Military served: ____ yes ____ no If yes, dates: From _____ to _____
Present membership in Natl. Guard or Reserves? ___ yes ___ no

Physical Limitations: _____

Ever been convicted of a crime in last 7 years? ___ yes ___ no A conviction will not necessarily disqualify you for employment.

If yes, explain convictions _____

In case of Emergency notify: _____
name address phone

Two Most Recent Jobs:

Company _____ Location _____ Phone _____

Job _____ Supervisor _____ Dates worked: from_____ to _____

Pay _____ Reason for leaving: _____ May we contact? _____

Company _____ Location _____ Phone _____

Job _____ Supervisor _____ Dates worked: from_____ to _____

Pay _____ Reason for leaving: _____ May we contact? _____

I hereby authorize Selma's to thoroughly investigate my background, references, employment record, and other matters related to my suitability for employment. I understand that filling out this form does not indicate there is a position open and does not obligate Selma's to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period of time and may be terminated by me or Selma's at any time without prior notice for any reason. I have been accurate in my statements on this application.**

Date____/_____/_____ Signature:_____

office use only

Hire Date: __/___/___ Starting Wage: _____ Manager Signature: _____
Termination date:___/___/____ __ quit with notice __quit without notice __fired
Recommend for rehire: ___ yes ___ no
Last date worked: / / Reason for quitting or firing in detail:
Review date: Review date: Review date:

Interview Date: _____

Thank you for filling out an application. We will review your application and call you if we would like to set-up an interview.

Time: _____