



# EMPLOYMENT

# APPLICATION

*Please Print Clearly In Ink.*

In compliance with Federal and State Equal Employment Opportunity Laws, it is this company's intention to consider all applicants without regard to race, color, religion, sex, national origin, age, marital status, disability, the presence of non-job-related medical conditions or any other protected classification.

Position Applying For: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

Best Way to Contact You?

Home: \_\_\_\_\_  Work: \_\_\_\_\_  Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum age.) If the answer is no, please give your date of birth: \_\_\_\_\_

Are you legally authorized to work in the United States on a permanent basis? If the answer is no, can you certify that if offered employment you can produce documentation to establish your identity and that you are legally authorized to work in the U.S.?  Yes  No

Are you available full-time?  Yes  No Are you available part-time?  Yes  No

Start Date: \_\_\_\_\_ Pay Expected: \$ \_\_\_\_\_ per hour / How many hours can you work? \_\_\_\_\_ per week

Put an "X" in each box for the days you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Dinner							

High School Attended: \_\_\_\_\_ Did you Graduate?  Yes  No

College Attended: \_\_\_\_\_ Did you Graduate?  Yes  No

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for the position you are applying for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*An applicant under the age of eighteen (18) will be required to submit a work permit signed by their school.

**EMPLOYMENT EXPERIENCE: List your most recent position first – DO NOT OMIT EMPLOYERS OR INFORMATION**

1

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

2

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

3

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

4

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

REFERRAL SOURCE:     Advertisement     Employee     Relative     Walk-In     Internet  
                                  Government Employment Agency    Other: \_\_\_\_\_

Do you have a relative working for Corner Bakery Cafe?  Yes     No

If so, who: \_\_\_\_\_

Which location? \_\_\_\_\_

What is their position? \_\_\_\_\_

**REFERENCES:**

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

Will you abide by the safety rules of this company?  Yes     No

Have you ever been convicted of a crime, except for traffic violations? Please exclude any sealed or expunged convictions. In California, please also exclude convictions more than 2 years old for a marijuana-related offense.

No     Yes - Date: \_\_\_\_\_ Nature of Conviction: \_\_\_\_\_ Where: \_\_\_\_\_  
Disposition: \_\_\_\_\_

*\*Convictions will not necessarily disqualify an applicant for employment, but date and type of conviction may be considered for job placement. You need not disclose the conviction if the record of the conviction has been officially expunged.*

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL MAY SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.**

**PLEASE READ THE FOLLOWING** *carefully*  
**AND SIGN BELOW**

I declare that I am qualified to perform all the duties of the position I am seeking. I also declare that the information I have provided on this application is correct and understand that any false statements or omissions will justify my rejection or dismissal. I authorize the company to contact any of my employers as well as any reference source to verify the facts and information I have furnished regarding my qualifications and character. I authorize any person(s) having knowledge to provide such information to the company, and release from liability and agree to hold harmless any person that furnishes such information in good faith. I will agree to a drug test, if permitted by law, to be paid for by the company. Should I become involved in a claim for Worker's Compensation or any other litigation after employment by the company, I will allow the company to supply my employment records to any opposing party. If employed by the company, I understand that I will be an employee "at will" and that my employment with CBC (Corner Bakery Cafe) may be terminated at any time by me or Corner Bakery Cafe for any reason whatsoever. Should I become employed by Corner Bakery Cafe, I also authorize Corner Bakery Cafe to conduct any additional background checks should they become necessary at any point during my employment. I also understand that the terms of my employment shall be based on all provisions described in the Corner Bakery Cafe Employee Handbook which may be periodically amended. I further understand that if employed by Corner Bakery Cafe no representative of Corner Bakery Cafe, other than the President, has any authority to modify or change my status as an employee "at will" and that any such modification must be in writing and signed by the President. Finally, I understand that this is only an application for employment and neither an offer nor a contract of employment and no part of this application shall be construed as an offer of employment or an employment contract.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

