

APPLICATION FOR EMPLOYMENT

To be considered for employment, this application must be **filled out ENTIRELY.**

All information provided by applicants will be verified for accuracy.

| | | | |
|---|---|--|--|
| Name (Print in Ink): | | Date of Birth: | Today's Date: |
| Current Address (Street, City, State, Zip): | | | |
| Cell Phone: | Home Phone: | Email: | |
| Social Security Number: | Position(s) Applying for: <input type="checkbox"/> Server <input type="checkbox"/> Host | Did someone refer you to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? | |
| Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Type of Employment: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary | | It is Phở-Topia policy to hire only United States Citizens or individuals authorized to work in the United States. All employees must verify employment eligibility prior to beginning work. | |
| Date you are available to start: | How many hours per week can you work? | Expected Hourly Rate: | |
| Work Schedule Availability Please check each shift that you are available to work. Shifts start as early as 10:30 A.M. every day and the restaurant closes at 9:00 P.M. every night. | | | |
| Shifts | Monday | Tuesday | Wednesday |
| Lunch (10:30- 4pm) | | | |
| Dinner (4pm-9pm) | | | |
| Have you ever been convicted of a felony <u>or</u> been incarcerated in connection with a felony in the past 10 years? You do not have to disclose any convictions that have been annulled, expunged, erased, pardoned, or sealed by court. A conviction will not necessarily exclude you from employment. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If you answered "yes," please explain: | | | |
| Work History — List your last three jobs from most to least recent. Please fill out all information completely. | | | |
| | Current or Most Recent Job | Previous Job | Previous Job |
| Company Name | | | |
| Company Address | | | |
| Company Number | | | |
| Name and Title of Supervisor | | | |
| Job Title/Position | | | |
| Dates of Employment | ___ / ___ - ___ / ___ MM/YY - MM/YY | ___ / ___ - ___ / ___ MM/YY - MM/YY | ___ / ___ - ___ / ___ MM/YY - MM/YY |
| Reason for Leaving | | | |
| Rate of Pay | \$ _____ \$ _____ Starting Wage Ending Wage | \$ _____ \$ _____ Starting Wage Ending Wage | \$ _____ \$ _____ Starting Wage Ending Wage |
| May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Summarize your special skills for this job:

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|--|
| Do you have a stable form of transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever worked in a restaurant before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind of restaurant? |
| Have you ever been employed at Phở-Topia before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state dates of application, position, and reason for leaving. |
| ACKNOWLEDGEMENT |
| <p style="text-align: center;">Phở-Topia is an equal-opportunity employer. This application will not be used for limiting or excluding any applicant from consideration on a basis prohibited by local, state, or federal law.</p> <p style="text-align: center;">I certify that the acts set forth in my application are true and complete. I understand and agree that, if employed, any misrepresentation, false statements, or omission of facts on this application may result in immediate dismissal. I authorize Phở-Topia to check all personal and employment references and to verify the information that I have included on this application form.</p> <p style="text-align: center;">I understand the relationship between me and Phở-Topia is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Phở-Topia. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements/representations regarding your employment can alter your at-will employment status.</p> |

Signature of Applicant: _____ **Date:** _____

Office Use:

| | | | |
|-----------------------|-----------------------|------------------------------|-----------------------|
| Starting Date: | / / | Starting Pay Rate: | \$ _____ |
| Training Date: | Training Time: | Training Date: | Training Time: |
| / / | : -- : | / / | : -- : |
| / / | : -- : | / / | : -- : |
| / / | : -- : | / / | : -- : |
| / / | : -- : | Total Training Hours: | |