

# Employment Application

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status.

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

Name \_\_\_\_\_

Present Address \_\_\_\_\_

No.                      Street                      City                      State                      Zip Code

How long have you lived at this address? \_\_\_\_\_ Telephone Number: (    ) \_\_\_\_\_

Job applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

## Availability

List hours available to work per week:  Check here if available anytime.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

How many hours per week would you like to work? \_\_\_\_\_

Have you ever worked for Arby's before? Y \_\_\_ N \_\_\_ If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

## Rate Yourself!

1 = Improvement needed    2 = OK    3 = Good    4 = Top Performer

- \_\_\_\_\_ Energy Level - your sense of urgency, self-motivation, and enthusiasm
- \_\_\_\_\_ Communication Skills - your ability to listen well, express ideas clearly and accept feedback
- \_\_\_\_\_ Hospitality - your natural friendliness and customer service skills
- \_\_\_\_\_ Reliability - your dependability, attendance, self-discipline, and dedication
- \_\_\_\_\_ Personal Pride - your appearance, hygiene and achievement
- \_\_\_\_\_ Teamwork - your cooperation with others and team spirit

1. What achievement in life are you most proud of? \_\_\_\_\_

2. What are your personal strengths? \_\_\_\_\_

3. What are your weakest areas? \_\_\_\_\_

4. What are your five-year goals? \_\_\_\_\_

5. Why do you want to work at Arby's? \_\_\_\_\_

Can you perform the essential functions of this job, with or without accommodations?    Yes    No

In case of emergency, contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have reliable transportation to work?    Yes    No

Do you have any relatives or friends currently working for Arby's?    Yes    No

If yes, state relationship to you and location of employment: \_\_\_\_\_

**PLEASE NOTE: ALL ITEMS ON REVERSE SIDE MUST BE COMPLETED**

# Employment Application Continued

In the event you are required to use your personal or company automobile to conduct company business, please complete the following:

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, indicate: \_\_\_\_\_  
 Do you have automobile liability insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

\*Only applicants whose job will involve driving need respond. Ask the manager to whom you are applying for details.

## Past Employment (beginning with most recent)

Name, Address and Phone # of Company	From		To		Last Position Held		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr	Title	Duties				

## Personal References (not former employers or relatives)

Name and Address	Occupation	Phone Number

## Record of Education

School	Name and Address of School	Course of Study	Years Attended		Circle Last Year Completed	Did you Graduate?	List Diploma or Degree	Grade Average
			From	To				
High School					1 2 3 4			
College/VoTech					1 2 3 4			

## Background

- Are you 18 years of age or older? \_\_\_ Yes \_\_\_ No      If no, Date of Birth \_\_\_/\_\_\_/\_\_\_
- Have you ever been convicted of a felony?  Yes  No
- Have you ever been convicted of any crime, excluding misdemeanors?  Yes  No
- Have you ever been convicted of any crime, involving violence to another person?  Yes  No
- Have you ever been convicted of any crime involving dishonesty?  Yes  No
- Are you serving probation for any misdemeanor offense?  Yes  No
- Have you ever been counseled or disciplined for cash handling violations?  Yes  No

### IMPORTANT - READ BEFORE SIGNING

I certify that information given herein is true and complete to the best of my knowledge.

I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_