

Monument Cafe Employment Application

Name	Home Phone ()
Last First Middle	Work Phone ()
Address	
Street	City State Zip Code
How Long At This Address?	If under 21 years of age, what is your birth date? (used to determine minimum age only)
Position you are applying for	Date available for employment
How were you referred to the Monument Cafe?	

Education

School	Name of School, city, state	Circle Last year completed	Did you Graduate?	Major Study	Degree Received
High School		9 10 11 12			
College		1 2 3 4			
College		1 2 3 4			
Graduate School		1 2 3			
High School Grade Average	College Grade Average	Percentage of School Expenses Earned			
		<input type="checkbox"/> None <input type="checkbox"/> 0-25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-75% <input type="checkbox"/> More than 75%			
Positions of Leadership, activities, honors and accomplishments in school, military, business?					

Previous Employment

Present or Last Position					
Firm Name	Address	Phone ()			
Dates of employment From To	Position Held	Immediate Supervisor Name Title			
Reason for leaving					
Reference:				Checked By	
Previous Position					
Firm Name	Address	Phone ()			
Dates of employment From To	Position Held	Immediate Supervisor Name Title			
Reason for Leaving					
Reference:				Checked By	

Previous Position			
Firm Name	Address	Phone ()	
Dates of employment From To	Position Held	Immediate Supervisor Name	Title
Reason for Leaving			
Reference:		Checked by	
Previous Position			
Firm Name	Address	Phone ()	
Dates of employment From To	Position Held	Immediate Supervisor Name	Title
Reason for Leaving			
Reference:		Checked by	
Please complete all of the questions listed below:			
1. How much money, per week, do you need to make? _____			
2. How many hours, per week, do you need to work? _____			
3. What shifts are you able to work? _____			
4. Are you looking for full or part-time work? Full Time <input type="checkbox"/> Part – Time <input type="checkbox"/>			
5. Will you be able to get to work on time? _____			
6. Have you ever been convicted, pled guilty or pled “no contest” to any criminal offense involving dishonesty or breach of trust, including, but not limited to theft, fraud, passing bad checks, credit card fraud, forgery or other crime? If you were charged, but the charges dropped or you were acquitted, answer “NO”. Note: A “YES” answer does not automatically disqualify you from employment, since the nature of the offense and date will be considered. If yes, please explain: YES <input type="checkbox"/> NO <input type="checkbox"/>			

7. Monument Cafe employees are required to purchase and or rent specific pieces of clothing for their uniform (this includes special no-slip safety shoes). Will you be able to do this? YES <input type="checkbox"/> NO <input type="checkbox"/>			
8. Each job requires essential functions and responsibilities. (Please request and review the job description for the position for which you are applying). Are you able to perform the essential functions of this position? YES <input type="checkbox"/> NO <input type="checkbox"/>			
9. Wait staff applicants need to be 18 years of age to serve alcohol, are you able to meet the age requirement? YES <input type="checkbox"/> NO <input type="checkbox"/>			
10. Full Service Direct Deposit is a condition of employment. Do you have a bank account? YES <input type="checkbox"/> NO <input type="checkbox"/>			
I confirm that the information in this application is correct and complete. I consent to and release the company for any background check or investigation of information of this application.			
_____		_____	
Signature		Date	

For Management Use Only

1 st Interview				2 nd Interview			
Date	mo.	day	year	Date	mo.	day	year
Interviewer				Manager			
2 nd Interview scheduled?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hired		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes	Date	Time		Position			
Manager				Orientation Date		mo.	day year
Comments				Pay Rate			
				Employee Initials			
				Comments			

