



## EMPLOYMENT APPLICATION

AGENDA is committed to equal opportunity in employment. Consistent with this commitment, applicants considered for employment and employees during employment are treated without discrimination based on age, race, creed, color, national origin, gender, disability, marital status, veteran status, sexual orientation, religion, military status, alien age or citizenship status or any other characteristic protected by applicable federal, state and/or local law. AGENDA complies with the law regarding reasonable accommodations for disabled employees. Applicants requiring reasonable accommodations in order to participate in the interview process should contact AGENDA Management to arrange such accommodations.

Please print. Incomplete applications are not considered for employment.

### **Applicant Information:**

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

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Social Security: # \_\_\_\_\_

Position applying for: \_\_\_\_\_

How did you hear about AGENDA: \_\_\_\_\_ Referred by: \_\_\_\_\_

Other: \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Circle Days/Shifts you are available:

Mon PM    Tues PM    Wed PM    Thu PM    Fri PM    Sat PM    Sun PM

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you of legal age to serve alcoholic beverages?  Yes  No

Can you provide proof within 3 days if hired?  Yes  No

Have you ever been convicted of any criminal offense other than minor traffic violation within the last 10 years?  Yes  No

If yes, please describe: \_\_\_\_\_

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

**Education**

School Name and Location	Year	Major	Degree
High School: _____	_____	_____	_____
College: _____	_____	_____	_____
Other Training: _____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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

**Employment History** (Start with most recent employer)

Company Name: \_\_\_\_\_

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

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Professional References**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Address \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please read carefully before signing.**

I certify that the information given herein is true and complete to the best of my knowledge. I authorize AGENDA to investigate any information, including my employment history, education background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, education institutions and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that omitting material fact and/or providing false or misleading information or misrepresentation in my application, resume or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment with the first three days of my employment. I understand that if employed, my employment will be at will and I will not have guarantee of employment for any specific period unless otherwise provide in a written employment agreement signed by the Company President and me. AGENDA is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon related qualifications and in accordance with all applicable local, state, and federal laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_