



Employee Application

A complete application includes this completed form and current (if any). Information found on your resume need not be duplicated here.

Please print legibly

Todays date: _____	Are you 18 or 21 years old? If no list age: _____
Name as it appears on your driver's license: Last: _____ First: _____ Middle: _____	
Current Address: Street _____ City _____ State _____ Zip _____	
Email Address _____	
Phone Numbers with Area Code: Home _____ Daytime _____ Cell _____	
Are you a citizen of The United States: Yes _____ No _____ If no, are you authorized to work in The United States: Yes _____ No _____	
Position Applied for _____ Have you ever worked for Scratch Biscuit Co. Yes _____ No _____	

Education

Type of School	Name of School	City and State	Year Completed	Major and Degree
High School				
Undergraduate				
Graduate School				

Professional Experience

Briefly describe any experience in the restaurant industry: _____

Briefly describe any experience in supervising or management: _____

Work History

Company:	Phone:
Address:	Supervisor:
Job Title:	Dates of Employment: From _____ To _____
Reason for Leaving:	
May we contact your previous employer or supervisor for a reference? Yes _____ No _____	
Briefly describe your job title and responsibilities: _____ _____	

Company:	Phone:
Address:	Supervisor:
Job Title:	Dates of Employment: From _____ To _____
Reason for Leaving:	
May we contact your previous employer or supervisor for a reference? Yes _____ No _____	
Briefly describe your job title and responsibilities: _____ _____	

Company:	Phone:
Address:	Supervisor:
Job Title:	Dates of Employment: From _____ To _____
Reason for Leaving:	
May we contact your previous employer or supervisor for a reference? Yes _____ No _____	
Briefly describe your job title and responsibilities: _____ _____	

References

List two professional references: people with whom you have worked for, present or former supervisors.

Name _____	Name _____
Relationship _____	Relationship _____
Position _____	Position _____
Employer _____	Employer _____
Address _____	Address _____
Phone _____	Phone _____

Because Scratch Biscuit Co. employees supervise and (sometimes) come in contact with minors, it is necessary for us to ask for information about your criminal record (if any), and verify this information with corresponding authorities. Also see the note at bottom of this page.

Criminal Record

Have you ever been convicted of a crime, other than traffic violations? Yes _____ No _____

If yes, explain the nature and location of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and types(s) of rehabilitation. _____

Accommodation of Disabilities

A job description has been provided to you. Indicate if you are physically able to perform the essential functions of the job for which you have applied Yes _____ No _____

If you answered "No" please identify those job functions that you cannot perform. If reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

Consent Agreement and Publicity Release

In consideration of my prospective employment by Scratch Biscuit Co. :

I authorize investigation of all statements contained in this form, including my criminal record. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Scratch Biscuit Co. permission to contact my previous or current schools or employers, references, and other, and hereby release Scratch Biscuit Co. from any liability as a result of such contact.

Signature _____ Date: _____

Note: State and Federal laws require employers to perform criminal background checks on their employees and volunteers who work with minors. Scratch Biscuit Co. use of background check information is regulated by law. You can obtain information about relevant laws from the Office of the Attorney General of VA.

Scratch Biscuit Co. is an equal opportunity employer. We adhere to policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability.