

# APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

## Contact Information

|            |                |                 |       |
|------------|----------------|-----------------|-------|
| Name       | _____          | Date            | _____ |
| Address    | _____          |                 |       |
|            | Street Address | City, State Zip |       |
| Home Phone | Cell Phone     | Email           |       |

## Employment Information

Are you legally authorized to work in the U.S.?  Yes  No      Are you over 18 years old?  Yes  No

Position(s) applied for:       Sales Associate/Cashier       Café Associate/Cook       Maintenance Associate  
 Other: \_\_\_\_\_

Wage or salary desired? \_\_\_\_\_      When can you start? \_\_\_\_\_

Have you applied here before?  Yes  No      Have you worked here before?  Yes (Dates: \_\_\_\_\_)  No

How did you learn of this job?       Walk-in       Rehire       Newspaper       Online       Employee: \_\_\_\_\_

Have you been told the essential job functions or seen a copy of the job description?       Yes       No

Can you perform these essential functions with or without reasonable accommodation?       Yes       No

Are you available to work the following shifts?       5 am-1 pm       7 am-3 pm       3 pm-11 pm       11pm-7am

Which shift do you prefer? (check all that apply)       5 am-1 pm       7 am-3 pm       3 pm-11 pm       11pm-7am

Are you available to work the following hours?       Part-time       Full Time       Overtime       Temporary

At which locations are you available to work? (check all that apply)       Mansura Wash-N-Go       Alexandria

Marksville Wash-N-Go       Bunkie Wash-N-Go       Cotton Corner, Cottonport       Fast Break, Simmesport

Ville Platte Wash-N-Go       Deville Central       Y Not Stop, Ville Platte       Y Not Stop, Jonesville

If applying for a position that requires driving, do you hold a valid La. driver's license?  No       Yes: # \_\_\_\_\_

Have you been convicted of a felony in the past 7 years?       Yes       No      If yes, describe conditions: \_\_\_\_\_

(Conviction will not necessarily disqualify applicant for employment).

## Self-Evaluation

Rate yourself from 1-5 on each of the following: (1: I disagree/need help in this area, 3: Sometimes, 5: I agree/strong in this area)

\_\_\_\_\_ I am reliable and punctual and arrive on time, if not earlier, for my shifts.

\_\_\_\_\_ When I arrive at work, I am dressed in complete uniform and ready to begin work.

\_\_\_\_\_ I am a team player. I ask for help when needed, and I willingly help others when they need help.

\_\_\_\_\_ I am a hard worker and have a good work ethic.

Please answer the following questions:

What can you offer our company as an employee?

\_\_\_\_\_

\_\_\_\_\_

In your own words, why would you like to work for our company?

\_\_\_\_\_

\_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

## Education/Skills

Are you currently enrolled in school?       Yes    No   If yes, where? \_\_\_\_\_

| Education     | Name & Location of School | Graduated?   | Degree/Major |
|---------------|---------------------------|--|--------------|
| High School   |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| College/Univ. |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| College/Univ. |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |

In addition to your work history, what other experiences/skills/qualifications especially fit you for work with our company?

## Employment History

Are you currently employed?    Yes    No   May we contact your present employer?    Yes    No    N/A

| Most Recent Employer                  | Address                | Telephone                  |                              |
|---------------------------------------|------------------------|----------------------------|------------------------------|
|                                       |                        |                            |                              |
| <b>Date Started</b>                   | <b>Starting Salary</b> | <b>Starting Position</b>   | <b>Description of Duties</b> |
|                                       |                        |                            |                              |
| <b>Date Left</b>                      | <b>Leaving Salary</b>  | <b>Position on Leaving</b> | <b>Reason for Leaving</b>    |
|                                       |                        |                            |                              |
| <b>Name &amp; Title of Supervisor</b> |                        |                            |                              |
| Previous Employer                     | Address                | Telephone                  |                              |
|                                       |                        |                            |                              |
| <b>Date Started</b>                   | <b>Starting Salary</b> | <b>Starting Position</b>   | <b>Description of Duties</b> |
|                                       |                        |                            |                              |
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|                                       |                        |                            |                              |
| <b>Name &amp; Title of Supervisor</b> |                        |                            |                              |
| Previous Employer                     | Address                | Telephone                  |                              |
|                                       |                        |                            |                              |
| <b>Date Started</b>                   | <b>Starting Salary</b> | <b>Starting Position</b>   | <b>Description of Duties</b> |
|                                       |                        |                            |                              |
| <b>Date Left</b>                      | <b>Leaving Salary</b>  | <b>Position on Leaving</b> | <b>Reason for Leaving</b>    |
|                                       |                        |                            |                              |
| <b>Name &amp; Title of Supervisor</b> |                        |                            |                              |

## References

| Name | City/State | Phone | Business | Years Known |
|------|------------|-------|----------|-------------|
|      |            |       |          |             |
|      |            |       |          |             |
|      |            |       |          |             |

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the company to make an investigation of any of the facts set forth in this application. This application is valid for 90 days and will be maintained by the company for up to three years.

I understand that employment is "at will," which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the company, other than the president, has any authority to alter the foregoing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_