



# APPLICATION FOR EMPLOYMENT

*Sugaree's Bakery is an equal opportunity employer. We do not discriminate on any basis including race, color, age, sex, religion, national origin, disability, sexual orientation, or any other basis prohibited by federal state or local law.*

PLEASE COMPLETE ENTIRE APPLICATION

## PERSONAL INFORMATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE OR OLDER?  YES  NO IF NOT, HOW OLD? \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.?  YES  NO

(All new hires will be required to provide proof of eligibility to work in the U.S.)

HAVE YOU BEEN CONVICTED OF A FELONY IN THE PAST 7 YEARS?  YES  NO

(If yes, please list convictions below. A conviction will not automatically disqualify you for employment. Failure to disclose information could result in refusal of employment or termination after employment.) \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION(S) APPLYING FOR: \_\_\_\_\_ DATE AVAILABLE TO START: \_\_\_\_\_

AVAILABILITY (check all that apply):  FULL-TIME  PART-TIME  WEEKENDS

ARE YOU AVAILABLE TO WORK OVERTIME?  YES  NO

PLEASE LIST ANY DAYS OR TIMES YOU ARE UNAVAILABLE FOR WORK: \_\_\_\_\_

## EDUCATION

Name/Location	Circle Last Year Completed	Did You Graduate?	Subjects Studied/ Degrees Received
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HIGH SCHOOL	1 2 3 4	Yes No	
COLLEGE	1 2 3 4	Yes No	
TRADE SCHOOL	1 2 3 4	Yes No	

LIST SKILLS RELEVANT TO THE POSITION APPLIED FOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Begin with your current or most recent employer. Please fill out completely.

Dates Employed	Employer	Address	Phone

Position	Supervisor	May we contact?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

Dates Employed	Employer	Address	Phone

Position	Supervisor	May we contact?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

Dates Employed	Employer	Address	Phone

Position	Supervisor	May we contact?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**REFERENCES**

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN
1			
2			
3			

*I certify that all information furnished on this application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact on either the application or during the pre-hire process will be sufficient for 1) not being offered employment, or 2) dismissal at any time if I am employed.*

*Unless noted otherwise, I authorize my former employers to provide Sugaree's Bakery with any information regarding my employment and I release all parties from any liability for any damages which may result from furnishing such information. I authorize Sugaree's Bakery to thoroughly investigate my employment record, references, education and other matters related to my suitability for employment.*

*I have read and understand the above, and by my signature below I accept the terms and conditions for employment if I am offered a position.*

\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE