

# Application for Employment

(Pre-Employment Questionnaire)  
(An Equal Opportunity Employer)



Date (fecha): / /

Email address: \_\_\_\_\_

Name (last name, first name) \_\_\_\_\_ SS# - -  
**SS# may be provided upon hire**

Address: \_\_\_\_\_ Telephone ( )

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Cell# ( )

What kind of work are you applying for?  host  busboy  cook  server  kitchen prep  dishwasher  
 (check all positions you are applying for)  manager  beertender (21+)  bar back

List your skills relevant to the position applied for \_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?  
 \_\_\_\_\_  
 \_\_\_\_\_

D.O.B. (optional) \_\_\_\_\_ Married (optional): \_\_\_ yes \_\_\_ no

Cuantos Anos? \_\_\_\_\_  
 If under 16, do you have a valid work permit? (if over 16, please leave blank) \_\_\_ yes \_\_\_ no

US Citizen: \_\_\_ yes \_\_\_ no

I would like to work at: (circle all that apply) Rancho Santa Margarita-- San Clemente-- Ladera Ranch-- San Juan Capistrano--

**Availability:** Total hours available per week: \_\_\_\_\_ full time \_\_\_ part time

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From							
To							

*please list your hours of availability on this chart above.*

How did you hear of job? \_\_\_\_\_ How far do you live from store? \_\_\_\_\_

How will you get to work? \_\_\_\_\_ Have you ever visited a Selma's? \_\_\_ yes \_\_\_ no

Are you presently in school? \_\_\_ yes \_\_\_ no If so, where? \_\_\_\_\_ GPA: \_\_\_\_\_

Military served: \_\_\_ yes \_\_\_ no If yes, dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Present membership in Natl. Guard or Reserves? \_\_\_ yes \_\_\_ no

Physical Limitations: \_\_\_\_\_

Ever been convicted of a crime in last 7 years? \_\_\_ yes \_\_\_ no A conviction will not necessarily disqualify you for employment.

If yes, explain convictions \_\_\_\_\_

In case of Emergency notify: \_\_\_\_\_  
 name address phone

**Two Most Recent Jobs:**

Company \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_

Job \_\_\_\_\_ Supervisor \_\_\_\_\_ Dates worked: from \_\_\_\_\_ to \_\_\_\_\_

Pay \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

Company \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_

Job \_\_\_\_\_ Supervisor \_\_\_\_\_ Dates worked: from \_\_\_\_\_ to \_\_\_\_\_

Pay \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

I hereby authorize Selma's to thoroughly investigate my background, references, employment record, and other matters related to my suitability for employment. I understand that filling out this form does not indicate there is a position open and does not obligate Selma's to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period of time and may be terminated by me or Selma's at any time without prior notice for any reason. I have been accurate in my statements on this application.**

Date: / / Signature: \_\_\_\_\_

*office use only*  
 Hire Date: / / Starting Wage: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

Termination date: / / \_\_\_ quit with notice \_\_\_ quit without notice \_\_\_ fired

Recommend for rehire: \_\_\_ yes \_\_\_ no

Last date worked: / / Reason for quitting or firing in detail: \_\_\_\_\_

Review date: \_\_\_\_\_ Review date: \_\_\_\_\_ Review date: \_\_\_\_\_

Employee info required upon hire: Social Security # \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Time: \_\_\_\_\_