



EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for:

Have you ever worked for Martha's Village & Kitchen? YES NO
 If yes, when?

Where did you hear about Martha's Village & Kitchen?

When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks' notice.) Available Date _____

Education

High School: Address: _____
From: To: Did you graduate? YES NO Degree: _____

College: Address: _____
From: To: Did you graduate? YES NO Degree: _____

Other: Address: _____
From: To: Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name:

Relationship:

Company:

Phone: ()

Address:

Previous Employment

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

Miscellaneous

- Check which shift you will accept: Day Evening Night Rotating Weekends
Specify shift hours _____

- Check which job status you would accept: Full-time Part-time (specify)

- Check which employment status you'd accept: Salaried (exempt) Hourly Full -Time Part-time

- Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only
 Occasionally overnight Frequently overnight
- For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No.

Under the Immigration Reform and Control Act of 1986, as amended, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect, should you be employed.

- Are you willing to provide your own transportation if necessary for your employment? Yes No.

Certification and Signature

I hereby certify that all entries on all pages of this application and any attachments are true and complete. I agree and understand that any false information herein, regardless of time of discovery, may forfeit my right to any employment with Martha's Village & Kitchen. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to let Martha's Village & Kitchen contact my references, former employers and educational institutions. I further authorize Martha's Village & Kitchen to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Signature: _____ Date: _____