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|  | | |
| Name | | Date |
| Street | | |
| City | State | Zip |
| Phone | Email Address | |
| How were you referred to us? | | Name of Source |

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| **Other important information** | | | | | | | | | |
| Are you legally eligible for employment in the united states? Yes □ No □  (Proof of eligibility will be required upon employment)  Are you at least 18 years of age? Yes □ No □ If not you must provide a work permit. Included? Yes □ No □  Have you ever been convicted of a criminal offense? Yes □ No □  If yes, please provide details. Feel free to use another sheet of paper if necessary.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (An affirmative answer will not automatically disqualify you from consideration as a candidate for employment.) | | | | | | | | | |
| **Professional references** | | | | | **Personal references (not family)** | | | | |
| Name and Address | | Occupation | Phone | | Name and Address | | Occupation | | Phone |
|  | |  |  | |  | |  | |  |
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| **Educational information** | | | | | | | | | |
| School | Name, Address, City, State, Zip | | | # Years Completed | | Degree / Major | | Completed? (erase or circle one) | |
| High School |  | | |  | |  | | Yes No | |
| College |  | | |  | |  | | Yes No | |
| Grad School |  | | |  | |  | | Yes No | |
| Other |  | | |  | |  | | Yes No | |
| **Additional experience or qualifications** | | | | | | | | | |
| Please list any other experience, skills, or qualifications including hobbies which should be considered in evaluating your qualifications for employment. | | | | | | | | | |

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| **What kind of work would you like to do?** | | | | | | |
| Do you wish to work:  Full Time □ Part Time □ Temporary □  Until when? \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | | | | | | |
| Please mark an ‘X’ in the times you are available to work in the grid to the right. | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **M** | **T** | **W** | **TH** | **F** | **S** | **SU** | | **AM** |  |  |  |  |  |  |  | | **PM** |  |  |  |  |  |  |  | | | | | When are you available to begin working? |
| What position are you applying for? | | | | What are your pay/salary requirements? | | |
| Do you have any commitments to another employer that might affect your employment with us? | | | | | | |
| **Please put your work history here (“see resume” is not enough, we need it here also please!)** | | | | | | |
| Please list present or most recent employers first. You may attach additional sheets of paper if necessary. | | | | | | |
| Employer: | | | | | Your Job Title: | |
| Address: | | | | | Duties: | |
| Supervisor: | | | | |
| Telephone: | | | May we contact? | | Why did you leave? | |
| Start Date: | End Date: | | | |
| Employer: | | | | | Your Job Title: | |
| Address: | | | | | Duties: | |
| Supervisor: | | | | |
| Telephone: | | | May we contact? | | Why did you leave? | |
| Start Date: | End Date: | | | |
| Employer: | | | | | Your Job Title: | |
| Address: | | | | | Duties: | |
| Supervisor: | | | | |
| Telephone: | | | May we contact? | | Why did you leave? | |
| Start Date: | End Date: | | | |

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| **Please answer the following questions:** |
| 1. El Arbol will be high-volume with a long and stress-filled workday. What makes you believe you can perform well and excel under these working conditions? 2. El Arbol is a very service-oriented business. What does good service mean to you? 3. Describe a real incident when you were treated rudely as a customer somewhere. How would you have handled it differently if you were in the other person’s shoes? 4. When we check your references, what do you think they will name as your: greatest strength:   greatest weakness:   1. As a staff member, what do you expect from the owners, managers and supervisors? |

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| **Agreement- please read carefully & sign** |
| I hereby affirm that the information provided on this application (and resume, if any) is true to the best of my knowledge. I also agree that falsifying information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I authorize persons, schools, my current employer, and previous employers and organizations named in this application (and resume, if any) to provide any relevant information that may be required to arrive at an employment decision. This includes the ability for El Arbol, LLC. or it’s designees or agents to obtain a report of my credit history, driving record, and other information that may be necessary in making an employment decision.  **Signature: Date:** |

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| **Applicant: Do not write inside this box, for employer use only.** |