



# EMPLOYMENT APPLICATION

Qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

### PERSONAL

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle Initial

Present Address \_\_\_\_\_  
No. Street City State Zip Code

How long have you lived at this address? \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Job applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

### AVAILABILITY

List hours available to work per week:

Check here if available anytime.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

How many hours per week would you like to work? \_\_\_\_\_

Have you worked for a LEE'S Restaurant before? Y\_\_\_ N\_\_\_ If yes, When, \_\_\_\_\_ Where \_\_\_\_\_

### HOW WOULD YOU RATE YOURSELF

(1 = improvement needed    2 = OK    3 = Good    4 = Top Performer)

- \_\_\_\_\_ Energy Level: Your sense of urgency, self-motivation and enthusiasm.
- \_\_\_\_\_ Communication Skills: Your ability to listen well, express ideas clearly and accept feedback.
- \_\_\_\_\_ Hospitality: Your natural friendliness and customer service skills.
- \_\_\_\_\_ Reliability: Your dependability, attendance, self-discipline and dedication.
- \_\_\_\_\_ Personal Pride: Your appearance, hygiene and achievement.
- \_\_\_\_\_ Teamwork: Your cooperation with others and team spirit.

1. What achievement in life are you most proud of? \_\_\_\_\_

2. What are your personal strengths? \_\_\_\_\_

3. What are your weakest areas? \_\_\_\_\_

4. What are your five-year goals? \_\_\_\_\_

Referring to the position description, are you capable of performing the essential functions of the job for which you are applying? \_\_\_ Yes \_\_\_ No If Not, please list the essential duties you cannot perform.

In Case of Emergency, Contact: \_\_\_\_\_

Do you have reliable transportation to work?  Yes  No

Do you have any relative or friends currently working for LEE'S  Yes  No

If yes, state relationship to you and location of employment \_\_\_\_\_

(PLEASE NOTE: ALL ITEMS ON REVERSE SIDE MUST BE COMPLETED)

In the event you are required to use your personal or company automobile to conduct company business, please complete the following:

Do you have a valid driver's license?  Yes  No If Yes, Indicated (State) \_\_\_\_\_ (Number) \_\_\_\_\_  
 Do you have automobile liability insurance?  Yes  No

\*Only applicants whose job will involve driving need respond. Ask the manager to whom you are applying for details.

**LIST BELOW, BEGINNING WITH YOUR MOST RECENT, ALL PRESENT AND PAST EMPLOYMENT**

Name, Address and Phone # of Company	From		To		Last Position Held		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr	Title	Duties				

**PERSONAL REFERENCES (Not former employers or relatives)**

Name and Address	Occupation	Phone Number

**RECORD OF EDUCATION**

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did you Graduate?	List Diploma or Degree	Grade Average
High			1	2	3	4			
College/VoT			1	2	3	4			

**BACKGROUND**

Are you 18 years of age or older?  Yes  No If no, Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

While a criminal conviction is not an automatic or absolute bar to employment, and while convictions will be considered based on the time and nature of the offense and as related to jobs applied for, applicants should answer the following questions unless prohibited by applicable state law. An applicant that resides in or is applying for positions in the state/cities that prohibit employers from asking the criminal questions on the application will not be adversely impacted by checking the third box below in response to the criminal background questions.

- Have you ever been convicted of or plead guilty or no contest to a felony?  
 Yes  No  I currently reside in or am applying for jobs in Columbia, MO.  
 If YES, please describe the circumstances of your conviction, including the date, nature, place of the offense, and disposition of the case.
- Have you ever been convicted of or plead guilty or no contest to a crime involving theft, dishonesty, or violence?  
 Yes  No  I currently reside in or am applying for jobs in Columbia, MO.  
 If YES, please describe the circumstances of your conviction, including the date, nature, place of the offense, and disposition of the case.
- Have you ever been required to register on any local, state, or national database related to any sex offense?  
 Yes  No  I currently reside in or am applying for jobs in Columbia, MO.  
 If YES, please describe the offense including the date, nature, and place of the offense.
- Are you serving probation for any misdemeanor offense?  
 Yes  No
- Have you ever been counseled or disciplined for cash handling violations?  
 Yes  No
- Have you ever been counseled or disciplined for being late or absent from work for alcohol?  
 If you have answered Yes to any questions above, describe in full \_\_\_\_\_.

**IMPORTANT - READ BEFORE SIGNING**

I certify that information given herein is true and complete to the best of knowledge.

I authorize investigation of all statements and references contained in this employment application as may be necessary in arriving at an employment decision, including requests for criminal, credit, or motor vehicle driving reports. I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs during employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_