



Employment Application

FOR OFFICE USE ONLY:

INTERVIEW DATE: _____

INTERVIEWER: _____

PERSONAL INFORMATION

Name:	Date:	Social Security Number:
Present Address:	Apt: City:	State: Zip Code:
Permanent Address (If different than above)		
Phone Number:	E-Mail Address:	
Drivers License Number & State:		
Are You:	16-17	18 or Older

Please Note: If you are under 18, you must provide proof of age.

EMPLOYMENT INFORMATION

Position Applying For:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Date You Can Start:
Desired Wage:	No. of Hours Desired/Wk:	Are You Presently Employed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are You Looking For Work During:	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	Summer <input type="checkbox"/> All Year <input type="checkbox"/>
Have You Previously Applied To or Worked For Katherine's Catering? If So, When?			
How Were You Referred to Us?			
Newspaper <input type="checkbox"/>	Walk-In <input type="checkbox"/>	Friend <input type="checkbox"/> _____	On-Line <input type="checkbox"/>
Other <input type="checkbox"/> _____			
Are You Legally Able to Work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do You Have Reliable Transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have You Ever Been Terminated from a Job? If so, explain.			
Have You Ever Been Convicted of a Felony? If so, explain.			
Please List Any Friends and/or Relatives Working (past or present) For Katherine's Catering?			

REFERENCES

Name:	Relationship:	Phone Number:
Name:	Relationship:	Phone Number:
Name:	Relationship:	Phone Number:

EDUCATION

School Name and Location	Dates of Attendance	Course of Study/Degree Program	Graduate?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

EMPLOYMENT HISTORY

List Below Past and Present Employment Beginning with Your Most Recent Position, Including U.S. Military Experience

Name of Present or Last Employer:				
Street Address:		City:	State:	Phone:
Starting Date:	Ending Date:	Job Title:		
Starting Wage:	Ending Wage:	Name of Supervisor:	May We Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Work:				
Reason for Leaving:				

Name of Present or Last Employer:				
Street Address:		City:	State:	Phone:
Starting Date:	Ending Date:	Job Title:		
Starting Wage:	Ending Wage:	Name of Supervisor:	May We Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Work:				
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Street Address:		City:	State:	Phone:
Starting Date:	Ending Date:	Job Title:		
Starting Wage:	Ending Wage:	Name of Supervisor:	May We Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Work:				
Reason for Leaving:				

Have You Had Any Periods of Unemployment? If so, Please Explain and Give Dates.

GENERAL

Have You Ever Worked in the Catering or Food Service Industry? If so, where and when?

Please List the Skills Obtained While Working for the Above Listed Companies.

Please List any Other Skills, Abilities, Hobbies, Training, Etc. Which You Feel May Be An Asset.

PLEASE INDICATE YOUR AGREEMENT TO THE FOLLOWING STATEMENTS.

	Strongly Agree	Strongly Disagree
I work well in a fast paced atmosphere.	1	2 3 4 5
I work well under pressure.	1	2 3 4 5
I have supervisory experience.	1	2 3 4 5
I have waited tables before.	1	2 3 4 5
I have catering experience.	1	2 3 4 5
I have worked as a banquet server before.	1	2 3 4 5
I have experience carrying service trays.	1	2 3 4 5
I have experience passing hors d'oeuvre.	1	2 3 4 5
I know how to properly bus and clear a seated table.	1	2 3 4 5
I have the skill to properly cut a wedding cake.	1	2 3 4 5
I know how to make standard mixed drinks.	1	2 3 4 5
I have worked as a professional bartender.	1	2 3 4 5
I have been trained to properly open a bottle of wine.	1	2 3 4 5
I have a current and valid Michigan driver's license.	1	2 3 4 5
I have a current and valid Michigan chauffeur's license.	1	2 3 4 5
I have reliable transportation to and from work.	1	2 3 4 5
I can drive a manual shift vehicle.	1	2 3 4 5
I am comfortable driving a cargo van.	1	2 3 4 5
I have food preparation experience.	1	2 3 4 5
I know basic kitchen sanitation regulations and procedures.	1	2 3 4 5
I require my work schedule at least two weeks in advance.	1	2 3 4 5
I can work on very short notice.	1	2 3 4 5

ESSAY QUESTIONS

Please Answer the Following Questions Within the Space Provided

What do you consider the five most important features in a job?

1.

2.

3.

4.

5.

How do you define "good service?"

Describe a conflict situation in a previous job and how you resolved it.

Describe an experience you've had involving a catering company or restaurant and how that experience affected you.

Please tell us why you are the ideal candidate.

Please Read The Following and Sign Below:

I acknowledge that the facts set forth on this application are true and complete. I understand that if employed, any false statement or omission on this application or any attachment shall be sufficient cause for dismissal. I understand that this application is not intended to be a contract for employment.

I authorize Katherine's Catering, Inc. to use its personnel or any investigative agency to investigate my employment record, health, education, driving record, criminal conviction, and financial record. I also authorize all my employers and former employers, references, credit reporting agencies/bureaus, medical facilities, educational institutions and any other person(s) contacted by Katherine's Catering, Inc. representatives to provide Katherine's Catering, Inc. with all records and information relevant to my employment application with Katherine's Catering, Inc.; and I release all parties who provide such records or information from all liabilities arising from such disclosures.

I understand that under the Bullard-Plawecki Right to Know Act, I may have a right to have notice when my employers and former employers release information about me to Katherine's Catering, Inc.; and I waive all such notice.

I authorize Katherine's Catering, Inc. to copy this document and agree that such copies with my signature shall have the same legal force and effect as the original document with my signature.

For Michigan applicants: I understand that if I need an accommodation for a handicap, under the Michigan Handicappers Civil Rights Act: 1) I must notify Katherine's Catering, Inc. in writing of my need for an accommodation; 2) I must give notice within 182 days after I know or should have known I need that accommodation and; 3) My failure to provide that notice will prevent me from claiming that Katherine's Catering, Inc. failed to accommodate my handicap.

SIGNATURE

DATE

*Katherine's Catering, Inc. wishes to express our appreciation to you
for considering us as a potential employer.*

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Compensation:

Position Applied For:

Date Available to Start:

Applicant Time Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Comments on Job References:

General Comments About Applicant:
