

**Applicant Name:** \_\_\_\_\_

**Application for Employment**

An Equal Employment Opportunity Employer

**Instructions**

Although this application may be given consideration, its receipt does not imply that there are open positions or that the applicant will be employed. Erb Thai reserves its right to withdraw any offer of employment at any time; similarly, the applicant has the right to withdraw this application at any time. If you wish to submit a resume, you may attach it to this application, but in addition, you must complete this application and answer **all** questions, even those which relate to information on your resume. Please be sure that all of your answers on this application are complete, correct, and truthful. You should understand that any omission of relevant information, any false or misleading statement, or any failure to disclose facts which, if known, might reflect unfavorably on this application, may result in dismissal even if you are employed.

*Please answer every question. You will not be considered as a candidate for a job with us until we have received this application fully completed and signed by you.*

As required by law, Erb Thai does not discriminate in hiring or employment on the basis of race, color, religion, national origin, non-disqualifying disability, sex, age, height, weight, or other legally protected characteristic.

**DO NOT WRITE IN THIS BLOCK -- FOR EMPLOYER USE ONLY**

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

Interviewed by: \_\_\_\_\_

Tested (if applicable):  Yes  No

Tested by: \_\_\_\_\_

Hired:  Yes  No Position: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_ Exempt:  Yes  No

Starting Date: \_\_\_\_\_

Other: \_\_\_\_\_

**Turn page to start application for employment.**

**PRINT YOUR NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD**

**TODAY'S DATE** \_\_\_\_\_

\_\_\_\_\_  
(First) (Middle) (Last)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(Social Security Number)

Address \_\_\_\_\_  
(Number) (Street)

(\_\_\_\_\_) \_\_\_\_\_  
Area Code (Telephone No. - Residence)

Apt. or Other \_\_\_\_\_  
(Number) (Street)

(\_\_\_\_\_) \_\_\_\_\_  
Area Code (Daytime Telephone Number  
if different from above)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Length of Time at This Address)

List previous addresses within the United States, except military, if your address changed during the past 5 years. (Start with most recent address.)

No.	Street	City	State	Zip	From (Date)	To (Date)

No.	Street	City	State	Zip	From (Date)	To (Date)

**EMPLOYMENT REQUEST**

Type of work desired: \_\_\_\_\_

Specify position(s) for which you are applying (1) \_\_\_\_\_ (2) \_\_\_\_\_

Salary Requirements \_\_\_\_\_ per hours/per week/per annum (circle one)

Kind of work sought? Full-time \_\_\_ Part-time \_\_\_ If you would be available for part-time work, please list the days of the week and hours you would be available: \_\_\_\_\_

What shifts are you available to work? Any shift \_\_\_ Not first \_\_\_ Not Second \_\_\_ Not Third \_\_\_

How were you referred to us? \_\_\_\_\_ Date available for work? \_\_\_\_\_

If you applied in response to advertisement, where did you see the ad? \_\_\_\_\_

Have you applied with us previously?  Yes  No If yes, when and where? \_\_\_\_\_

List everyone you know who works for us: \_\_\_\_\_

Are you able to do the essential functions of the job(s) for which you are applying?  Yes  No

If no, please identify the applicable functions: \_\_\_\_\_

**ATTENDANCE RECORD**

How much time have you lost from work or school during each of the past two calendar years FOR REASONS OTHER THAN VACATION AND HOLIDAYS?

Year	(No. of Days)	Year	(No. of Days)

Do you have any activities, commitments, or responsibilities (for example car pooling, school, other employment) which might in any way restrict the hours (including overtime) or days you can work?  Yes  No. Explain if Yes: \_\_\_\_\_

*Application for Employment*

**EMPLOYMENT RECORD** (Please complete your employment history even if a resume is submitted. If you need more space, please continue on the space provided on page 5.)

Are you presently employed?  Yes  No      May we contact your present employer to obtain a reference?  Yes  No

Starting with PRESENT or MOST RECENT, list all previous employers. Include self-employment, summer, and part-time jobs. Account for periods of unemployment of more than 30 consecutive days by listing "unemployed" under EMPLOYER, and state beginning and ending dates of unemployment.

EMPLOYER (Present or Most Recent)			DATE STARTED	PAY AT START
STREET	CITY	STATE	DATE LEFT	PAY AT LEAVING
SUPERVISOR	DEPT.	TELEPHONE	REASON FOR LEAVING	
YOUR JOB AND RESPONSIBILITIES (Please be specific; describe in detail)				
EMPLOYER			DATE STARTED	PAY AT START
STREET	CITY	STATE	DATE LEFT	PAY AT LEAVING
SUPERVISOR	DEPT.	TELEPHONE	REASON FOR LEAVING	
YOUR JOB AND RESPONSIBILITIES (Please be specific; describe in detail)				
EMPLOYER			DATE STARTED	PAY AT START
STREET	CITY	STATE	DATE LEFT	PAY AT LEAVING
SUPERVISOR	DEPT.	TELEPHONE	REASON FOR LEAVING	
YOUR JOB AND RESPONSIBILITIES (Please be specific; describe in detail)				
EMPLOYER			DATE STARTED	PAY AT START
STREET	CITY	STATE	DATE LEFT	PAY AT LEAVING
SUPERVISOR	DEPT.	TELEPHONE	REASON FOR LEAVING	
YOUR JOB AND RESPONSIBILITIES (Please be specific; describe in detail)				
EMPLOYER			DATE STARTED	PAY AT START
STREET	CITY	STATE	DATE LEFT	PAY AT LEAVING
SUPERVISOR	DEPT.	TELEPHONE	REASON FOR LEAVING	
YOUR JOB AND RESPONSIBILITIES (Please be specific; describe in detail)				

<b>EDUCATION</b>					
	Name of School	City and State	Course or Major		
High School(s)			XXXXX	Last Grade Completed (Circle): 9 10 11 12	XXXX
			XXXXX	Last Grade Completed (Circle): 9 10 11 12	XXXX
College(s)				Number of Years Completed (Circle): 1 2 3 4	Degree
				Number of Years Completed (Circle): 1 2 3 4	Degree
Graduate Studies				Number of Years Completed (Circle): 1 2 3 4	Degree
Other - Give Type				Number of Years Completed (Circle): 1 2 3 4	Degree
Vocational or technical courses studied: _____ _____					
Business or secretarial courses studied: _____ _____					
List any computer software and equipment and other office equipment you can operate proficiently: _____ _____					
List any special certification, skills, knowledge, or experience which you feel may be relevant to the job you are seeking: _____ _____					
Are you planning to pursue or are you currently enrolled in any studies or courses? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, when, where, for what period of time, or for what courses are you enrolled? _____ _____					
If you are now employed, why do you want to change your job? _____ _____					
Have you <i>ever</i> been fired, dismissed, asked to resign, resigned by mutual agreement, or otherwise been terminated from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what job and why? _____ _____					

**PERSONAL INFORMATION**

Are you 18 years of age or older?  Yes  No

Have you ever been convicted of any crime other than a routine traffic offense? (Includes a "no contest" or "guilty" plea)

Yes  No

If yes, explain: \_\_\_\_\_

Are you currently under indictment or charged with a felony?  Yes  No

If yes, explain: \_\_\_\_\_

Have you ever had an application or surety bond refused?  Yes  No

<b>REFERENCES</b>	<b>Name</b>	<b>Address</b>	<b>Telephone</b>
	_____	_____	(____) _____
	_____	_____	(____) _____
	_____	_____	(____) _____
		_____	

(Please use this space below to complete any answers and to provide additional information)

**APPLICANT'S CERTIFICATION AND AGREEMENT**

**PLEASE READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT.**

1. **Certification of Truthfulness:** I represent that all my statements in support of my Application for Employment are true and complete. I understand and agree that if ERB THAI, at any time, should determine that any requested information was withheld by me or any of my statements are false or misleading, I may be discharged.

2. **Employment at Will:** If hired by ERB THAI, I agree to comply with all rules, regulations, policies, and communications directed to employees, including any changes made from time to time. I understand that I will be free to resign my employment at any time with or without cause, and with or without prior notice or warning to ERB THAI; I agree that ERB THAI also may terminate my employment at any time, with or without cause and with or without prior review, notice, or warning.

3. **Limitation on Claims:** I agree that any lawsuit against ERB THAI and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

4. **Authorization to Work:** If I am selected for hire, I will be offered employment provided I certify and produce applicable documentation that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

5. **Need For Accommodation:** If I, due to a physical or mental disability, require an accommodation to perform the job for which I may be selected, I understand that I must give ERB THAI written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that ERB THAI has not accommodated me as required by law.

6. **Disclosures:** I agree that the contents of any offices, work spaces, desks, computer and computer generated data, and company-issued electronic devices are ERB THAI property I may be using, and any of my own property I bring onto ERB THAI's premises or into an ERB THAI car or truck, may be inspected by ERB THAI at any time it determines there is reasonable cause to do so, and I waive and promise not to make any claims against ERB THAI (or its employees or agents) relating to such inspection. I agree that, except as directed otherwise in writing by ERB THAI, I will not disclose to anyone or use for my own purposes, any of ERB THAI's confidential or proprietary information, either during or after my employment. I understand and agree that recipes, financial data, marketing plans, and internal Erb Thai processes and procedures are confidential and proprietary information and I will not make written or other copies or notes regarding these matters except as necessary to perform my job. I agree that if my employment ends, I will deliver to ERB THAI all material of any kind that I have relating to its business, including any such copies or notes (if in electronic form, the notes will be destroyed). I agree that if any of the above commitments by me is ever found to be legally unenforceable as written, the particular agreement concerned shall be limited to allow its enforcement as far as legally possible.

7. **Consideration for Employment:** I agree to the above terms of employment if I am employed by ERB THAI. Should I be employed, I understand and agree that these provisions of my employment can be revised only by a signed contract authorized by a written resolution of ERB THAI, and that no person in ERB THAI has any authority to offer employment other than on an at-will basis as described above. I understand and agree that, except as provided above, all compensation, benefits, programs, rules, and policies of ERB THAI are subject to exception or change at any time as decided by ERB THAI in its sole discretion.

I understand that I may take this application form with me to submit at a later time if I choose to do so. I acknowledge by my signature that I have been given adequate time to read, complete, and review my application and this certification, and I have knowingly and voluntarily signed below. I have read and understand the items listed in the Application for Employment, including this page, and acknowledge that with my signature below.

Date \_\_\_\_\_, 20\_\_\_\_ Signature of Applicant \_\_\_\_\_