

Employment Application

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

Date of Application _____

Name _____

Present Address _____
 No. Street City State Zip Code

How long have you lived at this address? _____ Telephone Number: () _____

Job Applied for _____ Rate of pay expected \$ _____ per _____

How did you learn of this opening? _____

Availability

List hours available to work per week: Some shifts start as early as 6:00 am, and end as late as 12:00 midnight 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 ever worked for Arby's before? Y ___ N ___ If yes, when? _____ Where? _____

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

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? _____
5. Why do you want to work at Arby's? _____

Can you perform the essential functions of this job, with or without accommodations? _____ Yes _____ No

In case of Emergency, contact: _____ Phone: _____

Do you have reliable transportation to work? _____ Yes _____ No

Do you have any relatives or friends currently working for Arby's? _____ Yes _____ No

If yes, state relationship to you and location of employment: _____

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, indicate: _____
 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.

PLEASE NOTE: ALL ITEMS ON REVERSE SIDE MUST BE COMPLETED

Employment Application Continued

Past Employment (beginning with most recent)

Name, Address and Phone # of Company	From		To		Last Position Held		Weekly Starting Salary	Weekly Ending 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	Years Attended		Circle Last Year Completed	Did You Graduate?	Last Diploma or Degree	Grade Average
			From	To				
High School					1 2 3 4			
College/VoTech					1 2 3 4			

Background

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

This Company requires all employees to be at least 16 years old. The fair labor standards act requires that employees be at least 18 years old to work in jobs declared hazardous by the secretary of labor. In addition, positions which involve serving or selling alcoholic beverages may require a minimum age between 18 and 21. Your birth date is required if you are applying for a position which has minimum age requirements.

- | | | |
|--|------------------------------|-----------------------------|
| Have you ever been convicted of a felony? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of any crime, excluding misdemeanors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of any crime, involving violence to another person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of any crime involving dishonesty? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you serving probation for any misdemeanor offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been counseled or disciplined for cash handling violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPORTANT - READ BEFORE SIGNING

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

I HEREBY AUTHORIZE THE ABOVE COMPANY TO INVESTIGATE MY STATEMENTS. ALL EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND PERSONAL REFERENCES LISTED ARE HEREBY AUTHORIZED TO PROVIDE SAID COMPANY WITH ANY AND ALL REQUESTED INFORMATION REGARDING MY EMPLOYMENT OR CHARACTER. THE ABOVE COMPANY AND ITS AFFILIATES AND ALL EMPLOYERS, EDUCATIONAL INSTITUTIONS AND PERSONAL REFERENCES ARE HEREBY RELEASED FROM ANY AND ALL LIABILITY WHICH MAY OTHERWISE RESULT FROM FURNISHING SUCH INFORMATION.

USE OR ACCEPTANCE OF THIS APPLICATION DOES NOT INDICATE THERE ARE POSITIONS OPEN AND DOES NOT, IN ANY WAY, OBLIGATE THE ABOVE COMPANY.

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 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 before and during employment

Signed _____ Date _____