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FOR OFFICE USE ONLY

EMP. NO. _____
W4 _____
WORKING PAPER # _____

EMPLOYMENT APPLICATION FOR GENERAL RESTAURANT WORK

PERSONAL INFORMATION: (please print clearly)

NAME _____ SOC. SEC. # / TAX ID NO. _____
First Middle Initial Last
ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____
TELEPHONE () _____ Have you ever worked for SUBWAY@Sandwich Shop before? ☐ Yes ☐ No If yes, when/where?

Are you 16 years of age or over? ☐ Yes ☐ No (Proof of age or a work permit may be required.)

In Case of Emergency Notify:

NAME _____ TELEPHONE () _____
Last First Middle Area Code
ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

AVAILABILITY :

Are you legally able to be employed in this country? ☐ Yes ☐ No (If hired, verification will be required by law)
What type of position are you seeking? ☐ Part time ☐ Full time ☐ Seasonal ☐ Temporary
Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

	S	M	T	W	T	F	S
HOURS							
AVAILABLE							

From _____ To _____ Total hours available per week _____
Date available to start work _____

SCHOOL MOST RECENTLY ATTENDED :

NAME _____ ADDRESS _____
CITY _____ STATE _____ TELEPHONE () _____
TEACHER OR COUNSELOR _____ LAST GRADE COMPLETED _____ GRADE AVERAGE _____
GRADUATED? ☐ Yes ☐ No NOW ENROLLED? ☐ Yes ☐ No
Sports or activities? _____

MOST RECENT EMPLOYMENT :

Company _____ Address _____
City _____ State _____ Telephone () _____
Position _____ Supervisor _____ Dates worked: From _____ To _____
Wage _____ Reason for leaving _____
Mgmt. ref. ck. done by _____

Company _____ Address _____
City _____ State _____ Telephone () _____
Position _____ Supervisor _____ Dates worked: From _____ To _____
Wage _____ Reason for leaving _____
Mgmt. ref. ck. done by _____

Do we have your permission to contact your current employer? ☐ Yes ☐ No
If NO, please explain: _____

REFERENCES: (Please do not use family members)

Name: _____ Telephone: () _____ Years Known _____
Address _____ City _____ State _____
Name: _____ Telephone: () _____ Years Known _____
Address _____ City _____ State _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Please complete reverse side

EMPLOYMENT TEST

(No Calculators Please)

PART I

.89	10.00
.79	<u>-4.59</u>
3.39	
<u>+2.79</u>	
	35.25
	<u>-33.08</u>

For the following questions, state your answers in terms of bills and coins.

For example, \$4.58 would be 4 dollar bills, 2 quarters, 1 nickel, and 3 pennies.

1. If the customer's order came to \$13.58 and he gave you a \$20.00 bill, what is his change?
2. If the customer's order came to \$6.22 and he gave you \$20.25, what is his change?

PART II

A. A customer complains that he was short changed by you receiving only 13¢ change from \$2.00 instead of 31¢. What would you do?

B. Which do you consider more important as far as a restaurant is concerned - courteous, prompt service or a quality product?

C. What do you consider to be the most important qualifications of a Subway employee?

D. You are working alone and your shift is due to be over at 6 P.M. The individual who is scheduled to begin working at 6 P.M. does not show up. What do you do?

The Secretary of Health & Human Services has determined that certain diseases, including Hepatitis A, typhoid fever (*Salmonella typhi*), shigellosis (*Shigella* spp.), and E coli (*Escherichia coli* 0157:H7) may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling & serving food, food service equipment and utensils in a sanitary and healthy fashion. Are you able to perform the essential functions of this job with or without a reasonable accommodation? ☐ YES ☐ NO If no, explain: _____

I CERTIFY THAT I HAVE READ AND FULLY COMPLETED BOTH SIDES OF THIS APPLICATION AND THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSION OR FALSE INFORMATION IS GROUNDS FOR DISMISSAL. I AUTHORIZE THE REFERENCES LISTED ON THIS APPLICATION TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND PERTINENT INFORMATION THEY MAY HAVE, PERSONAL AND OTHERWISE. I UNDERSTAND THAT AS A PART OF THE PROCEDURE FOR MY EMPLOYMENT APPLICATION AN INVESTIGATIVE CONSUMER REPORT MAY BE MADE CONCERNING MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING.

SIGNATURE _____ DATE _____

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INTERVIEWER OR REFERENCE COMMENTS _____