

Application for Employment

www.kellysicecream.com

Date _____

How did you find out about this job? Being a customer Employee Walk-in Relative Other _____

Why are you seeking a new job at this time? _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____ Social Security Number _____

City/State/Zip _____ Phone (____) _____

Other Phone (____) _____ Cell Phone (____) _____ Email _____

If hired, do you have a reliable means of transportation to get to work? _____ Describe: _____

Are you 18 years or older? _____ If not, can you furnish a work permit? _____

Are you legally eligible for employment in the U.S.? _____

(Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? Yes No If yes, state the nature of the offense and disposition of the case. Include dates and places.

Employment Information

Are you seeking a full time (30-40 hrs), part time (12-20)? _____ Hourly wage desired _____

What hours and shift(s) would you prefer to work? _____

Are you willing to work Weekends? _____ Holidays? _____

Are you currently employed? _____ If hired, when would you be able to start? _____

List any friends or relatives employed by Kelly's Ice Cream: _____

Indicate any of the following skills:

- Customer Service _____
- Food Handling/Prep _____
- Cleaning _____
- Other _____

Interests/Extracurricular Activities/Awards/Volunteer Positions: _____

Complete the following: No calculators please!

If the customer's order came to \$7.63 and handed you a \$20 bill, what is his change?

_____ dollar bills _____ quarters _____ pennies _____ dimes _____ nickels

What would you do if a customer complains that he was short changed by receiving only 14 cents from \$4.00 instead of 41 cents?

What do you think is the most important qualification for a Kelly's employee? _____

Work Experience

Dates of Employment (To-From) Employer (Name, phone) Job Description/Title Salary Reason for Leaving

Education

Name/Location # of years attended Did you graduate? Subjects studied

High School				
College				
Trade/Business School				

References- Give the name of 3 people not related to you, whom you have known at least one year. (Do not use family members.)

Name Address and Phone Relationship to you

In case of emergency notify: _____

Name Address Phone Number

"I certify that all the information submitted by me on this applications is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date _____ Signature _____