



# Employment Application

**Extraordinary Desserts is an Equal Opportunity Employer**

Company Policy prohibits discrimination on the basis of Race, Color, Religion, Gender, Age, Disability or any other consideration made unlawful by Federal, State, or Local Laws.

## **FOREWORD**

**Extraordinary Desserts is proud to be among the leading food businesses in San Diego and Southern California. Since 1988 we have succeeded in providing our customers with outstanding food quality and service. Customers appreciate our employees' knowledge of the products we serve and the attention to detail our employees devote to their jobs. They have learned to expect this from our staff on every one of their visits to each of our establishments.**

**Only individuals who are highly motivated, energetic and willing to learn can offer the high level of service and the great atmosphere that has made our business successful.**

**As you fill out this application, please consider that every member of our staff is a catalyst to the success and growth of Extraordinary Desserts.**

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## GENERAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Date available: \_\_\_\_\_ Full time  Part Time  Seasonal

- Have you ever applied to this company before? Yes  No
- If less than 18 years of age do you have a work permit? Yes  No
- Do you require any reasonable accommodation in order to perform the essential functions of the position you are applying for? Yes  No

### **General Availability:**

Monday: \_\_\_\_\_

Friday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Saturday \_\_\_\_\_

Wednesday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Thursday: \_\_\_\_\_

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## WORK EXPERIENCE

Please list your previous work experience beginning with the most recent:

Date		Employer Name, Address, and Phone	Title
Start	End		
			Supervisor
Reason for leaving			

Date		Employer Name, Address and Phone	Title
Start	End		
			Supervisor
Reason for leaving			

Date		Employer Name, Address, and Phone	Title
Start	End		
			Supervisor
Reason for leaving			

Date		Employer Name, Address, and Phone	Title
Start	End		
			Supervisor
Reason for leaving			

- May we contact your current employer?

Yes  No

- Describe the main responsibilities you had at these jobs:

- Were there any aspects of these jobs that were difficult to maintain, and why?

- Which of these jobs did you like the least, and why?
- Please comment about which of these jobs inspired you the most and why.
- Why are you applying at Extraordinary Desserts?
- Why do you think you would be a noteworthy member of the Extraordinary Desserts staff?
- What are your expectations of Extraordinary Desserts?
- How long have you been aware of the existence of Extraordinary Desserts?
- If you have had previous experience with our service, please describe it.
- Are there any special skills or experience that may benefit your candidacy for this job?

## REFERENCES

Please list three professional references (do not include relatives).

Name	
Email Address	
Phone	Occupation
Relationship	Years Known

Name	
Email Address	
Phone	Occupation
Relationship	Years Known

Name	
Email Address	
Phone	Occupation
Relationship	Years Known

## EDUCATION AND TRAINING

*The California Fair Employment and Housing Act, Title VII and the Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are age 40 and above.*

School	# of Years Completed	Degree Completed
High School		
College		
Additional Training		

## BACKGROUND QUESTIONS

- What foreign languages do you speak (if any) \_\_\_\_\_ Fluently?  
Yes  No
- If Employment is offered, can you present evidence of your legal right to work in the U.S.?  
Yes  No
- Have you ever been involuntarily terminated or forced to resign from any employment?  
Yes  No

If yes, please explain:

\_\_\_\_\_

## REFERRAL SOURCE

- |   |   |
|---|---|
| <input type="checkbox"/> In-Store Sign:     | <input type="checkbox"/> School/College Ad: |
| <input type="checkbox"/> Newspaper Ad:      | <input type="checkbox"/> Internet Ad:       |
| <input type="checkbox"/> Employee Referral: | <input type="checkbox"/> Other:             |

Please specify the name of the referral source:

## APPLICANT'S STATEMENT

I, \_\_\_\_\_ certify that all answers or statements given in this application are true and correct without omissions. I authorize Extraordinary Desserts to thoroughly investigate all of the statements contained in this application as part of the process of arriving at an employment decision of my persona. I acknowledge that any false statement or misrepresentation on this application, resume, or supplemental materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment.

If I am employed, I agree to abide by the policies and procedures that Extraordinary Desserts operates by.

I understand that employment is at will. This means that I do not have a contract of employment for any particular span of time and that Extraordinary Desserts or I may terminate the employment relationship for any reason, with or without cause or notice, at any time.

Signature: \_\_\_\_\_

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



**FOR INTERNAL USE ONLY**

Date of application submission: \_\_\_\_\_

Interview date and hour: \_\_\_\_\_

Interview Notes

Decision: Hire  Not Hire

Interviewer(s): \_\_\_\_\_

Interviewer(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_