



KELLY'S

ROAST BEEF • SEAFOOD • SANDWICHES

Employment Application

(Last Name, First Name)

(Position Applying For)

KELLY'S ROAST BEEF

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Cell # _____

Type of employment desired: _____ full-time _____ part-time _____ seasonal

Date you will be available to start work: _____

Are you available for overtime if necessary? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

If you are under 18, please check which age group you fall into:

under 15 15 16-17

Drivers license number (if driving is a requirement of the position): _____

How were you referred to us? _____

Availability*

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Start	_____	_____	_____	_____	_____	_____	_____
Till	_____	_____	_____	_____	_____	_____	_____
Max hr	_____	_____	_____	_____	_____	_____	_____

* Although we can not guarantee these days or hours, we will try to accommodate you; however, the business needs of the company will always govern.

Do you frequent Kelly's restaurants and if so, what have been your personal experiences on such visits?

Employment/Military History

Please provide all employment information for your past three employers starting with the most recent. You may include any verifiable work done on a voluntary basis.

1. Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

2. Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

3. Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Other: _____

References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Kelly's Roast Beef is committed to a workplace which is free of illegal drugs and misuse of alcohol. Understand that as a condition of employment we reserve the right to drug test for illegal substances if an employee is involved in any accident while on company premises or in the course of conducting company business off-site. In addition a drug test may be required if I am demonstrating behavior which is considered dangerous to myself, other employees or customers.

As a condition of employment for certain positions requiring fiduciary responsibility or working on customer premises, a background check may be conducted.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand that, "It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____